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THE POLICY & PROCEDURES MANUAL OF THE GREATER IDAHO FALLS ASSOCIATION OF REALTORS®

(With Association Forms, Rosters and Additional Information attached.)

Approved for use by the Board of Directors on June 18, 2024

(Staff is authorized to modify the format of this document. - November 21, 2023)

Approved and Adopted by the 1988 Board of Directors * Revised / Approved / Updated in 1995, 2008, 2009, 2010, 2012, 2013, 2014, 2017, 2018 and were approved by the full membership on April 20, 2022. Additional updates were Approved and Adopted in JUNE 2023 and again on JUNE 18, 2024.

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Policy Manual of The Greater Idaho Falls Association of REALTORS®

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Membership Policy

Orientation

All new members are required to attend the next scheduled New Member Orientation. Failure to attend without a written excused absence (by the **Association Executive ("AE")** ~~Chief Executive Officer ("CEO")~~) will result in a fine. (For the Amount see "A1" on the Associations current "Fine and Fee Schedule.") If the fine is not paid within thirty (30) days of the missed class date, Association membership and all services including the Multiple Listing Service ("MLS") will be suspended and remain suspended until the fine is paid. Failure to attend the second scheduled class without an excused absence will result in an additional fine, due and payable immediately. (For the Amount see "A2" on the Associations current "Fine and Fee Schedule.") If the fine is not paid within thirty (30) days of the missed class date, membership and all services including the MLS will be suspended and will remain suspended until the fine is paid, and the member attends the next scheduled orientation class. Failure to attend two (2) orientation classes without an approved excused absence will result in suspension from the Association and all Member Benefits as well as a fine.

Those applicants who have held previous membership in this Association or any other Association of REALTORS® within one year from date of application will be exempt from attending Orientation.

NOTE: New appraiser members are not required to attend the New Member Orientation Class but must complete the National Association of REALTORS® ("NAR") Code of Ethics and Fair Housing training.

Code of Ethics Training

Applicants for REALTOR® membership shall complete an orientation program on the Code of Ethics of not less than two (2) hours and thirty (30) minutes of instructional time.

All REALTORS® are required to complete ethics training within a three (3) year time frame of not less than two (2) hours and thirty (30) minutes of instructional time. REALTORS® completing such training during any three (3) year cycle shall not be required to complete additional ethics training in respect of this requirement as a requirement of membership in the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® ("GIFAR").

Fair Housing Training

Applicants are required to take two (2) hours of Fair Housing training for Members every three (3) years, coinciding with the Code of Ethics training cycle, as a condition of REALTOR® Membership.

Notification of New Agents, Release of Agents and Transfers

Application for active membership must be received by the Association office within three (3) Business days of receipt of the license utilizing a "**Change Form**" which will be signed by the Designated REALTOR®. Upon completion of an audit, the Designated REALTOR® will be notified of non-member licensees affiliated with their office. The Designated REALTOR® will then have approximately two (2) weeks of notification to: 1) ensure that the Licensee applies as a REALTOR® MEMBER; 2) to TERMINATE the NON-MEMBER LICENSEE AND RETURN the LICENSE to the Idaho Real Estate Commission ("IREC"); or 3) be assessed non-member dues for any named licensees. The three (3) day notification is also applicable to each licensee who inactivates their license or transfers to another REALTOR® member firm.

When a new Office is created in the NATIONAL ASSOCIATION OF REALTORS® Database, the Designated REALTOR® for that office will need to complete a “Change Form” to add the new office into the National Association of REALTORS® Database. This “Change Form” will also alert the Association of any Membership changes that will become a part of this new Office at the time of submission. Later each additional change will need to be done on an individual “Change Form.” (For the Amount see “G2” on the Associations current “Fine and Fee Schedule.”)

The Idaho Real Estate Commission requires Brokers to notify them when a Licensee is added or removed from their Brokerage within three (3) Business days. The Association also must be notified of the change. If the Designated REALTOR® does not meet this requirement a fine will be assessed to the Designated REALTOR®. (For the Amount see “A3” on the Associations current “Fine and Fee Schedule.”) If this requirement is not met within ten (10) days, an additional fine will be assessed to the Broker. (For the Amount see “A4” on the Associations current “Fine and Fee Schedule.”) After thirty (30) days the Designated REALTOR® will then begin to be fined an additional amount per day beginning with day thirty-one (31) until the written notification of change has been received by the Association. (For the Amount see “A5” on the Associations current “Fine and Fee Schedule.”)

Communication with Members

All Members (REALTOR® and Affiliate) will keep current a primary personal E-Mail address as well as a personal cell phone number (with text messaging) and allow the Association to communicate necessary correspondence with them. Necessary correspondence may include, but is not limited to dues billing, fines being assessed, changes to policy, information, and other notices. The Member agrees to update this information in the Associations chosen Database within three (3) business days of any change. Failure to do so will result in a fine. (For the Amount see “A6” on the Associations current “Fine and Fee Schedule.”)

Affiliate Membership

GIFAR reserves the right to terminate any Affiliate Membership at any time if the Affiliates actions, behaviors, or statements are not in alignment with GIFAR's Affiliate Code of Conduct or objectives as outlined in the Bylaws and our Policies and Procedures. Terminated Affiliate Members are entitled to appeal their termination in writing and will be evaluated on a case-by-case basis by the Board of Directors.

All Affiliate Members are to adhere to this Code of Conduct:

- The Affiliate Member (“Affiliate”) shall provide equal professional service to any person regardless of race, color, religion, sex, disability, familial status, national origin, creed, marital status, sexual orientation, physical or mental handicapped status.
- The Affiliate shall be informed and do business in accordance with the laws, governmental regulations and public policies in the field in which the Affiliate engages.
- The Affiliate shall provide a level of competent service in keeping with the standards of practice in the field in which the Affiliate engages.
- The Affiliate shall promote business in a positive and professional manner based on individual merit and those of the Affiliate Company.
- The Affiliate shall not criticize, disrespect, or slander competitors in an attempt to gain business. The Affiliate shall not attempt to gain any unfair advantage over competitors by knowingly or recklessly making false or misleading statements about competitors, REALTOR® Members or other Affiliate Members.
- The Affiliate shall interact with all other Affiliate Members within the guidelines of this Code of Conduct.
- The Affiliate shall not undertake activities that compromise or interfere with the contractual business relationship REALTOR® and Affiliate Members have with their customers and clients.

- Affiliates agree to cooperate with and not intentionally impede any investigation conducted by the Association.
- The Affiliate shall abide by the Bylaws, Guidelines, and Policies and Procedures of the Association and aspire to abide by the REALTOR® Code of Ethics (where applicable).
- The Affiliate Member understands that Affiliate Members shall not use the terms REALTOR® or REALTORS® nor the imprint of the emblem seal of the National Association of REALTORS®.

Application for REALTOR® Membership

The Application process for REALTOR® Membership with the Greater Idaho Falls Association of REALTORS®

“Application for Membership shall be made in such manner and form as may be prescribed by the Board of Directors and made available to anyone requesting it.”

Once an Application for REALTOR® Membership is received, and there are no concerns raised under “Applicant Information” or any items marked “YES” under the “Additional Applicant Information” the Applicant will be given Provisional Membership with the Association(s). They will be acknowledged at the next Board of Directors meeting as Provisional Members. This Provisional Membership is granted while the Provisional Member completes the mandatory Orientation Class and any other requirements that may be required by the Membership Committee and / or the Board of Directors.

If a REALTOR® Application does NOT meet the criteria for Membership (as established in the Association’s Bylaws) then an email to the Applicant will be given, giving them the opportunity to provide additional information as to why the applicant feels that they should qualify for REALTOR® Membership.

The Applicant MAY provide additional information as to why they believe they should be granted Membership with the Association(s). This additional Information will be attached to the Applicants Application for Membership and shall be reviewed by the Board of Directors at their next scheduled Board of Directors Meeting.

If the Board of Directors determines the applicant meets ALL the qualifications for Membership, as established in the Association’s Bylaws and / or Policies and Procedures, then they are considered a Provisional Member and must complete the mandatory Orientation Class and any other requirements that may be required by the Membership Committee and / or the Board of Directors.

“If the Board of Directors determines that the individual does not meet ALL of the qualifications for membership as established in the Association’s bylaws and / or Policies, or, if the individual does not satisfy all of the requirements of membership (for example, completion of a mandatory orientation program) within one hundred and twenty (120) days from the Association’s receipt of their application, Membership may, at the discretion of the Board of Directors, be terminated.”

If the Board of Directors determines, upon its initial review of the application, that the applicant does NOT meet the criteria for Membership, then an additional email to the Applicant will be given.

This email will provide the Applicant with ***“an opportunity to appear before the Board of Directors, to call witnesses on his / her behalf, to be represented by counsel, and to make such statements, as he / she deems relevant. The Board of Directors may also have counsel present.”***

This meeting shall occur at the next scheduled Board of Directors meeting and the Applicant shall inform the Board of Directors as to whom they will be calling as witnesses as well as if counsel will be present.

If the Board of Directors determines the Applicant meets ALL the qualifications for Membership, as established in the Association's Bylaws and / or Policies and Procedures, then they are considered a Provisional Member and must complete the mandatory Orientation Class and any other requirements that may be required by the Membership Committee and / or the Board of Directors.

If the Board of Directors determines that Membership shall not be given – or if Provisional Membership should be Terminated. Quote: ***“If the Board of Directors determines that the application should be rejected, it shall record its reasons with the Chief Executive Officer (or duly authorized designee). If the Board of Directors believes that the denial of membership to the applicant may become the basis of litigation and a claim of damage by the applicant, it may specify that denial shall become effective upon entry in a suit by the Association for a declaratory judgement by a court of competent jurisdiction of a final judgement declaring that the rejection violates no rights of the applicant.”***

Terminated Members

A Terminated Member is one who has previously held Membership but was revoked or expelled from the Association and is no longer a Member. If a Terminated Member reapplies for Membership, he / she would apply as a New Member.

Terminated Members may be granted Membership but it is contingent upon them adhering and complying with the following terms:

- They are not eligible to run or serve in Any Association Position or to participate on any Association Committee or Task Force or anything closely related.
- They can not attend any Association Meetings (Local / State / National / & MLS), Association Functions or Events (besides the required Orientation Classes or needed Continuing Education Classes) including those of any Affiliate, Society or Council.

Terminated Members requesting New Membership must agree with these terms and agree to comply with them and not seek reprisal or contest the requirements placed on them by the Association. The Member would also be required to waive any right to appeal these terms to any Local / State / or National Associations or in any court of Law.

Governance Policy

Functions of The Board of Directors

As authorized by Article XI of the Bylaws of the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® the Board of Directors is responsible for governing the GREATER IDAHO FALLS ASSOCIATION OF REALTORS®. The Officers and Directors shall conduct the Association's affairs in accordance with Association Bylaws, and Policies and Procedures.

Code of Conduct / Leadership Integrity

Members of the Board of Directors and staff carry certain duties and responsibilities for the well-being of the Association. The Code of Conduct outlines some of those duties and responsibilities in accordance with the Association's governing documents. Confidentiality and Conflicts of Interest are the two primary concerns for the Code of Conduct. All members of the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® Board of Directors and all paid staff will be required to sign a Code of Conduct / Leadership Integrity form.

Bylaws and Policy and Procedures Manual

The Bylaws and Policy and Procedures Manual for the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® shall be reviewed by the Board of Directors annually and updated as necessary. At all times the Association activities and operations should be in line with the governing documents.

Media

The President shall be the spokesperson for the Association. As such he / she must approve all press releases and other media contacts before the information is released to the press. In order to ensure consistency of communication, all members of the staff and Board of Directors may be advised in advance of all press releases and other media contacts. The President may direct someone of their choosing to represent the Association in his / her absence or with regards to subject matter better responded to by another.

Meetings

A Board of Director's meeting shall be held regularly. Board of Directors meetings are open to membership attendance, for the benefit of all Members. Guests will be asked to sign-in and are not able to address the Board of Directors during the meeting, only voting Members (Staff and Liaisons) may participate in any discussion. If you have a comment about an agenda item, please contact a Board of Director's Member prior to the meeting. Upon occasion, an agenda item will require the dismissal of Members in attendance in order for the Board of Directors to enter into a closed session at the discretion of the chair, by a two-thirds (2/3's) vote of the voting Members present, or upon advice of the AE CEO or legal counsel. The meeting will reconvene upon the ending of the closed session.

A special meeting may be called by the President or by any three (3) Members of the Board of Directors. Each Director will receive verbal or written notice at least twenty-four (24) hours in advance.

Regular Membership meetings may be held. The date and place of the meetings are determined by the Board of Directors. Details for calling other special meetings are found in the Bylaws, Article XII, Sections 3 and 4. Any Member may ask a guest to attend a Membership Meeting, at their expense, once per calendar year, before membership shall be required. (See Membership Has Its Benefits Policy)

The Board of Directors shall have an annual Planning Meeting each year during the Month of December. The purpose of the Planning Meeting will be to plan meetings and activities for the upcoming year, and all Directors and Chairpersons shall attend.

The Executive Committee shall meet on an as needed basis.

Parliamentary Rules

"Robert's Rules of Order" latest edition is the authority governing all Association meetings except where otherwise provided and when not in conflict with the Constitution and bylaws. The AE CEO will act as parliamentarian at the meetings unless otherwise designated by the President.

Voting

Voting will normally be done by voice. When an issue is controversial, ballot may be taken in writing (by secret ballot). The President shall have one (1) vote ONLY in the event of a tie on issues brought to the Board of Directors. All other officers, Local Directors, State Directors and state officers shall each have one (1) vote (based on the person, not by position).

Attendance of 50% of the Board of Directors shall constitute a quorum in the Board of Director's Meeting. The President and the AE CEO are included when determining a quorum.

Consent Agenda

The Board of Directors may adopt a policy to utilize a Consent Agenda for its meetings. Items that may be included on the Consent Agenda are Approval of the Agenda, Approval of Previous Meeting Minutes, New Members' applications for Approval, Presidential Appointments, Correspondence requiring no action and other items as approved by the Board of Directors.

Attendance

The Association depends on the experience, knowledge and judgment which each Director brings to the Board of Directors. Attendance at every meeting is extremely important. Any absence with advanced notice shall be defined as "excused." According to the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® Bylaws, a Director who is absent from three (3) or more regular meetings with or without an excuse shall be construed as resignation.

Weather Related Issues / Disaster

It shall be at the discretion of the President to cancel meetings and the discretion of the ~~AE CEO~~ to close the Association office due to weather related conditions or other disasters or concerns.

Core Standards Policy

Local, state, and territorial Associations of REALTORS®, as a condition of membership in the NATIONAL ASSOCIATION OF REALTORS®, must meet the NATIONAL ASSOCIATION OF REALTORS® Organizational Alignment Core Standards, a set of requirements that fall into six categories:

1. Code of Ethics
2. Advocacy
3. Consumer Outreach
4. Unification Efforts and Support of the REALTOR® Organization
5. Technology
6. Financial Solvency

REALTOR® Associations must certify compliance with the standards each subsequent year or be subject to revocation of their charter. The purpose of the standards is to raise the bar for REALTOR® Associations and ensure high-quality service for REALTORS®. Enforcement of the Organizational Alignment Core Standards will be the joint responsibility of the local Associations, state and territorial Associations, and the National Association.

Anti-Trust Policy

The GREATER IDAHO FALLS ASSOCIATION OF REALTORS® is a not-for-profit organization. The Association is not organized to, and may not play any role in, the competitive decisions of its Members. Rather it serves as a forum for a free and open discussion of diverse opinions without, in any way, attempting to encourage or sanction any particular business practice.

The Association provides a forum for the exchange of ideas in a variety of settings including its annual meeting, educational programs, committee and business meetings, and the meetings of the Board of Directors. The Board of Directors recognizes the possibility that the Association and its activities could be viewed by some as an opportunity for anti-competitive conduct. Therefore, this statement supports the policy of competition served by the antitrust laws and communicates the Association's uncompromising policy to comply strictly in all respects with those laws.

While recognizing the importance of the principle of competition served by the antitrust laws, the Association also recognizes the severity of the potential penalties that might be imposed on not only the Association, but its Members as well in the event that certain conduct is found to violate the antitrust laws. Should the Association or its Members be involved in any violation of federal / state antitrust laws, such violation can involve both civil and criminal penalties that

may include imprisonment for up to three (3) years as well as fines up to \$350,000 for individuals and up to \$10,000,000 for the Association plus attorney fees; in addition, damage claims awarded to private parties in a civil suit are tripled for antitrust violations. Given the severity of such penalties, the Association intends to take all necessary and proper measures to ensure that violations of the antitrust laws do not occur.

To ensure that the Association and its Members comply with antitrust laws, the following principles shall be observed:

- The Association or any committee, subcommittee, or task force shall not be used for the purpose of bringing or attempting to bring about any understanding or agreement, written or oral, formal or informal, expressed or implied, among two or more Members or other competitors with regard to prices or terms and conditions of contracts for services or products. Therefore, discussions and exchanges of information about such topics will not be permitted at Association meetings or other activities.
- There will be no discussions discouraging or withholding patronage or services from or encouraging exclusive dealings with any supplier or purchaser or group of potential competitors, or any private or governmental entity.
- There will be no discussions about allocating or dividing geographic or service markets or customers.
- There will be no discussions about restricting, limiting, prohibiting, or sanctioning advertising or solicitation that is not false, misleading, deceptive, or directly competitive with Association products or services.
- There will be no discussions about discouraging entry into, or any competition in any segment of the marketplace.
- There will be no discussions about whether the practices of a Member, actual or potential competitor, or other person are unethical or anticompetitive, unless the discussions or complaints follow the prescribed due process provisions of the Association's Bylaws.
- Certain activities of the Association and its Members are deemed protected from antitrust laws under the First Amendment right to petition government. The antitrust exemption for these activities, referred to as the Noerr-Pennington Doctrine, protects ethical and proper actions or discussions by Members designed to influence:
 - Legislation at the national, state, or local level;
 - Regulatory or policy-making activities (as opposed to commercial activities) of a governmental body; or
 - Decisions of judicial bodies.

However, the exemption does not protect actions designed to cover up anticompetitive conduct.

- Speakers at committee, subcommittee, task force, education course or business meetings of the Association shall be informed that they must comply with the Association's antitrust policy in the preparation and presentation of their remarks.
- Meetings will follow a written agenda. Minutes will be prepared after the meeting to provide a concise summary of important matters discussed and actions taken, or conclusions reached.

At informal discussions at the site of any Association meeting all participants are expected to observe the same standards or personal conduct as are required of the Association in its compliance.

It is recommended that Association volunteers read, date, and retain a copy of this statement for their personal files.

Facilities and Equipment Policy

Facilities

The Association conference room may be used by any Member that is part of a real estate related organization, or dues paying member of the Association in good standing. The facility is available during regular business hours

only and for real estate related purposes only. (The Member must remain present during the time they are using the facilities.)

No recruiting events will be allowed. (For the Amount see "B1" on the Associations current "Fine and Fee Schedule.")

Equipment

The guidelines for equipment use will be limited to use of equipment at the Association Office. Brokers may come and use the equipment and the conference room for training, if available.

Smoking

The Association office shall be a non-smoking facility.

Firearms and Weapons

The Association prohibits all firearms and other weapons on Association property. The Association's policy is to provide protection to employees and members, against safety hazards. No employee, agent or guest, excluding law enforcement personnel while performing their job, shall be allowed to possess any type of weapon on Association property. All violations must be brought to the attention of the President and ~~AE CEO~~. An employee in violation may be subject to immediate dismissal.

Recognition and Awards Policy

Volunteer Leaders

It is generally agreed the donation of time, energy and experience to / for the benefit of the general membership should be recognized by the GREATER IDAHO FALLS ASSOCIATION OF REALTORS®. The Board of Directors may make these selections or at its discretion, appoint a Special committee to do so.

It has been the Association's judgment that outgoing Elected Officers and Directors may be acknowledged with a plaque or certificate specifying their position and year(s) of service. The Chairpersons of all standing committees may be acknowledged for their time of service. These plaques or certificates may be presented at a membership meeting.

Past Presidents

The Past President's Perpetual Memory Plaque will be maintained in the Association's office displaying the name and year(s) of service.

REALTOR® of the Year

The REALTOR® of the Year will be acknowledged for his / her contribution to the membership, the profession and the community at an event determined by the Board of Directors. A plaque will be given to the recipient and the nomination form may be forwarded to the IDAHO REALTORS® ("IR" or "IAR") for competition in and recognition awarded at the state convention. A REALTOR® of the Year Perpetual Memory Plaque will be maintained, in the Association office, displaying the name and year of the honor.

Emeritus Membership

An Emeritus Membership as granted by the NATIONAL ASSOCIATION OF REALTORS®, recognizes REALTOR® Members with forty (40) + years of continuous membership that have also completed at least one year of service at the National Association level. Certified REALTOR® Emeritus Members do not pay dues to the National

Association and are exempt from the Code of Ethics Training requirement. Locally we recognize Members for this achievement, but they continue to be a dues paying Member of our Association.

Privacy Policy

We recognize the importance of protecting the personal information you provide at the National, State, and Local Association's website(s). We maintain the following privacy policy:

We gather the following types of information needed to process your transactions, fulfill your requests, and maintain our membership records: Contact information you provide (i.e., personal address, business address, phone numbers, email addresses, firm affiliations and titles.)

Information you volunteer, via applications or surveys (for example, education, designations, specialties, affiliations with other real estate organizations and general demographic data).

We use this information to:

- Improve and customize the content and layout of our site and other communications tools
- Notify you of updates to our sites.
- Notify you of relevant products and services.
- Notify you of upcoming events and programs.
- Compile specialty directories.
- Track usage of our sites.
- Assist REALTOR® Associations and affiliated Institutes, Societies and Councils in membership tracking and for their use for purposes similar to those listed above.

E-Mail Policy

We do not sell E-Mail addresses to anyone, Members or otherwise. (This contact information is made available to other Members of our Association.)

We will not share, sell or otherwise provide other information about you to third parties, except for:

Affinity partners for the limited purpose of notifying you of the NATIONAL ASSOCIATION OF REALTORS®, the GREATER IDAHO FALLS ASSOCIATION OF REALTORS®, and IDAHO REALTORS® approved promotions and communications.

When required by law or valid legal process, or to protect the personal safety of our Members or the public.

Credit information that you and credit authorizers provide when you make payments by credit card, dues or other services via the REALTOR® Electronic Commerce Network ("E-Commerce Network") or other forms of ecommerce used by the Association will only be used to process the transactions you request. This information will be provided to and maintained by reputable credit reporting databases, but will never be sold, shared or provided to other third parties.

We maintain security procedures and standards which we believe are as safe as today's technology permits.

You may edit your personal contact information as directed on our Association's Website or by contacting us at the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® Office.

It is recommended that when using various forms of communication, all Members are courteous and follow appropriate etiquette.

E-Mail blasts or Website / E-Mail Banner Ads may be disseminated to the General Membership and will be Association related business only. Members of the Association may purchase paid advertisement space and some of the guidelines are as follows: (For the Amount see "B2-4" on the Associations current "Fine and Fee Schedule.")

All advertisements will be reviewed and approved by the **Association Executive** ~~Chief Executive Officer~~. Not all advertisements will be accepted and may be refused for any reason. For Example: No advertisements for agent recruiting will be accepted.

Advertisements are to be short and must be submitted in Microsoft® Word format.

The price for one E-Mail blast or a Website / E-Mail Banner Ad varies and payment must be received prior to the ad being distributed.

Class Cancellation Policy

The Association from time to time will provide the facility for educational classes. If attendance will not support the costs associated with the class being offered, the Association may, at the discretion of the instructor and **Association Executive** ~~Chief Executive Officer~~, cancel the class within a two (2) day notice to all participants.

Charitable Donations / Contributions Policy

The Association shall have authority to collect, raise and otherwise acquire funds to be used for humanitarian purposes as deemed appropriate by the Board of Directors for memorials, gifts and other such charitable donations for or on behalf of our Members. These funds may be raised by means of the Committee or collected from the public and shall be accounted for in an appropriate manner. Any fundraiser will subtract expenses and contribute the net proceeds to the charity / event.

Contributions, whether economic, political, or charitable will be considered on a case-by-case basis by the Board of Directors or the Executive Committee. The basic guidelines are:

1. All contributions should benefit Membership as a whole or
2. The real estate industry or
3. The community at large.

Special interests will be avoided as they are considered a personal responsibility.

Political Endorsement Policy

Shall be at the discretion of the Board of Directors and may be guided by the views of the Idaho REALTORS®.

Whistleblower Policy

GIFAR requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Directors, officers, and employees must practice with honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Solicitation Policy

Solicitations may be presented to the Board of Directors or the President and handled as deemed appropriate for the request.

Membership Has Its Benefits Policy

Guests / Non-Members may be charged an additional or a different fee to attend any GIFAR event. The suggested amount would be double the Amount that a Member would pay for an Event. (For the Amount see "C1" on the Associations current "Fine and Fee Schedule.")

Attendance Policy

Anyone who does not attend a Meeting / Function / Event / or a Class will NOT be refunded the amount paid, nor will it be credited to another or a future event.

Harassment Policy

GENERAL

The Greater Idaho Falls Association of REALTORS® (“Association”) strictly prohibits all forms of harassment. No employee, Affiliate Member, or REALTOR® Member (Both Affiliate and REALTOR® Members are considered to be a “Member”) shall engage in any conduct constituting harassment. Furthermore, no employee or Member accused of harassment shall in any manner seek reprisal against the accuser.

The aim of this policy is to prevent and respond to incidents that arise and take action to maintain a productive, efficient, and effective work environment by:

1. Fostering a working environment that supports the dignity and respect of all and is free from any form of harassment, discrimination, bullying or violence;
2. Educating employees and Members about harassment and their role in preventing and addressing the conduct;
3. Providing a process and procedure for dealing with harassment if it occurs to ensure it is properly addressed; and
4. Monitoring the Associations progress in achieving a harassment free workplace.

This policy covers all employees and Members of the Greater Idaho Falls Association of REALTORS® at workplaces and related events or functions of the Greater Idaho Falls Association of REALTORS®. All employees and Members are expected to comply with this policy and take appropriate measures to ensure prohibited conduct does not occur. Employees and elected leaders of the Greater Idaho Falls Association of REALTORS® who knowingly allow or tolerate harassment or retaliation, including the failure to immediately report such misconduct to one or more of the following: The Greater Idaho Falls Association of REALTORS® legal counsel; the Greater Idaho Falls Association of REALTORS® AE CEO; the Greater Idaho Falls Association of REALTORS® President; and / or the Greater Idaho Falls Association of REALTORS® President-Elect shall be subject to discipline.

Harassment will be treated as a disciplinary offense. Appropriate disciplinary action, including (but not limited to) warnings, mandated training, reprimands, suspension, dismissal, or expulsion may be taken against any employee or Member who violates this policy.

This policy may be amended by a majority vote of the Greater Idaho Falls Association of REALTORS® Executive Committee. Changes will be communicated to employees and Members on a regular basis using all means available, including but not limited to an update at the next Greater Idaho Falls Association of REALTORS® Board of Directors meeting.

DEFINITIONS

Elected leaders Includes any REALTOR® who is part of the Board of Directors of the Greater Idaho Falls Association of REALTORS®.

Employee Staff or anyone contracted or hired by the Greater Idaho Falls Association of REALTORS® to perform services for the Association Members in return for pay or pecuniary benefit.

Harassment (For the purposes of this policy) is defined as any verbal, non-verbal or physical conduct that threatens, intimidates or coerces an employee or Member.

Sexual harassment Is defined as any unwelcomed sexual advance, request for sex or sexual favors or other verbal or non-verbal physical conduct of a sexual nature or with sexual overtones.¹

There are two forms of sexual harassment: **quid pro quo** and **hostile environment**. **Quid pro quo** harassment occurs when a manager or other authority figure offers or merely hints that they will give an employee something, such as a raise or a promotion, in return for satisfaction of a sexual demand. A single incident of **quid pro quo** harassment may constitute unlawful harassment. **Hostile environment** harassment, on the other hand, is frequent or pervasive unwanted conduct that unreasonably interferes with an individual's employment or creates an abusive, intimidating, hostile or offensive work environment. In general, one isolated incidence will not constitute **hostile environment** harassment.

Member Is defined as an individual who is a REALTOR® or Affiliate Member of the Greater Idaho Falls Association of REALTORS®.

Workplace Is defined as: The physical office of the Greater Idaho Falls Association of REALTORS®, including an employee or Member's home, if working from home; an employee or Members' commute; and at or while traveling to a place if the employee or Member is there for any reason related to work, including social events, business trips, training sessions, or conferences of the national, state or local Associations.

PROCEDURE

All employees and Members have a responsibility to contribute to a respectful and productive workplace. To successfully discharge this responsibility employees and Members must: (1) ensure they understand what harassment is; (2) be aware of how their behavior affects others; (3) challenge unacceptable conduct as long as it is safe to do so; (4) report incidents of harassment when witnessed in accordance with this policy; and (5) cooperate in investigations into alleged harassment.

Process

If an employee or Member chooses, they may bypass the following process entirely and file a complaint directly with the Idaho Human Rights Commission or the Equal Employment Opportunity Commission (EEOC).

Any employee or Member who feels they have been harassed or witnessed harassment has a duty to immediately report the alleged harassment to the Greater Idaho Falls Association of REALTORS® so it may be investigated, and appropriate action taken. Any allegation of harassment shall be reported to one or more of the following individuals: the Greater Idaho Falls Association of REALTORS® legal counsel; the Greater Idaho Falls Association of REALTORS® **AE EEO**; the Greater Idaho Falls Association of REALTORS® President; and / or the Greater Idaho Falls Association of REALTORS® President-Elect. Allegations can be made via email to GIFAR@GIFAR.org Mike@GIFAR.org, or by phone [during business hours] at (208) 523-1477.

Allegations of harassment may be made anonymously; however, no direct action can be taken against any individual in response to an anonymous report.²

¹ The following are examples of sexual harassment. This is not an exhaustive list and conduct may constitute sexual harassment even if not mentioned. Sexual harassment includes, but is not limited to: (1) innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks or threats, and requests for sexual favors (this includes repeated, unwelcome request for dates); (2) distribution, display or discussion of written or photographic material, obscene gestures, tweets or instant messaging that are sexual in nature; and (3) unwelcome, unwanted physical contact, including touching, tickling, pinching, brushing up against, cornering, kissing, or fondling.

² The Greater Idaho Falls Association of REALTORS® reserves the right to investigate concerns that the association becomes aware of even if these are based on anonymous or withdrawn complaints. The Greater Idaho Falls Association of REALTORS® also reserves the right, in its sole discretion, to refer allegations of harassment to third parties, the National Association of REALTORS®, the Idaho REALTORS® or another Local Board or Association for investigation or resolution depending on the accused and / or aggrieved

Upon receiving a report of harassment, whether written or verbal, the Members of the Greater Idaho Falls Association of REALTORS® Executive Committee (unless implicated, then they are prohibited from participating) will determine what if any immediate action is appropriate to stop or prevent the alleged conduct from continuing. Additionally, the Executive Committee will appoint an investigatory panel of at least three (3) unbiased individuals, without conflicts,³ (which may include Members of the Executive Committee) to conduct an investigation which includes evaluating information, interviewing witnesses, and reviewing applicable Association policies and state and federal laws. The panel may also include individuals who are not Members at the discretion of the Executive Committee.

The investigatory panel, in consultation with legal counsel, will conduct interviews of any individual with potential knowledge of the facts and circumstances surrounding the alleged harassment. The panel should carefully document all information learned during each interview and promptly issue an investigative report upon the conclusion of the investigation. The investigative report should include a summary of the factual findings and conclusions, as well as a summary of the information learned from each interview and relevant evidence reviewed. Employees or Members shall receive a fair and impartial interview whether they are the complainant or accused as part of the investigation.

If, after its investigation, the investigatory panel concludes there is clear and convincing proof that a violation of this policy occurred, the panel shall recommend disciplinary action(s) to the Executive Committee. The Executive Committee is responsible for determining, enforcing, and communicating in writing any discipline imposed on the Member or employee who violates the policy. The Greater Idaho Falls Association of REALTORS® will promptly communicate the outcome of the investigation and its determination to the aggrieved and accused parties by email.

Clear and convincing shall be the standard of proof by which allegations of harassment shall be determined. Clear and convincing shall be defined for the purposes of this policy as that measure or degree of proof that produces a firm belief or conviction that the allegations sought to be proved are true.

The Greater Idaho Falls Association of REALTORS® does not promise confidentiality to anyone involved in the investigation. While the Greater Idaho Falls Association of REALTORS® encourages individuals involved in the investigation to keep the information and investigation confidential and to use their discretion there is no guarantee that details will not be disclosed.

If it is determined that there is no foundation for the allegations, the matter and complaint will be considered closed, and all records of the allegation and lack of foundation will be preserved in the office of the Greater Idaho Falls Association of REALTORS® for a period of five (5) years. Bad faith allegations or misuse of this policy will result in disciplinary action against the accuser and may include, but are not limited to, written warning, reprimand, suspension, dismissal, expulsion, or termination from employment with the Association.

Appeals

If any party directly involved in the allegation or investigation of harassment is dissatisfied with the determination or resolution, that individual may appeal the decision to the Greater Idaho Falls Association of REALTORS® Board of Directors. The appeal shall be taken up at the next regular meeting of the Board of Directors. The individual seeking an appeal must submit written comments at least thirty (30) days prior to the meeting when the matter will be considered to the Greater Idaho Falls Association of REALTORS® ~~AE~~ ~~EE~~. Failure to do so will result in the matter

parties. This determination will be made by a majority of Members of the Executive Committee not implicated in the alleged harassment.

³ A conflict of interest shall be deemed to exist when, by appearance or otherwise, a person cannot be considered impartial or disinterested. Examples include, but are not limited to, current or past relationships by blood, family, business, or encounters of an acrimonious nature.

being dismissed and not reviewed by the Board of Directors. The process for review by the Board of Directors will be determined by the Executive Committee and confirmed by a majority vote of the directors present at the meeting.

Membership Roster Policy

Access To Our Members Information: If an individual or an entity desires access to our Membership to Promote an Event or activity, they must be a Member of our Association prior to being granted access to our Members.

If a Member wants something sent out to our Membership, they can send it to us and we will include it in the next GIFAR Newsletter. Copies of the Membership database will not be given to others. This way we can maintain different “mailing lists” that our members can opt in or opt out of. (See the “E-Mail Policy” for more information and the Fees associated with this service.)

Expense Policy

It is the policy of the Greater Idaho Falls Association of REALTORS® to provide reimbursement for Staff and the Board of Directors Members for pre-approved travel related expenses, including transportation, hotels, and a per-diem. These expenses must be reasonable and necessary, as well as job-related, and must have been pre-approved in the Association’s Annual Budget or it has been approved by the Association’s Executive Committee.

The Greater Idaho Falls Association of REALTORS® will only reimburse for pre-approved travel related expenses when the Staff Member or Board of Directors Member provides documentation of the expense with receipts from purchases or other verifiable documentation.

Staff or Board of Directors Members seeking reimbursement must complete the most recent version of the Greater Idaho Falls Association of REALTORS® **“Expense Request Reimbursement Form.”** This Form must be fully and accurately completed and submitted to the **Association Executive Chief Executive Officer**. All receipts should be scanned / attached and submitted with the Form.

- For out-of-area travel, The Greater Idaho Falls Association of REALTORS® will reimburse all pre-approved travel related costs, such as hotel accommodations, transportation to and from the destination, including airline, and rideshare or taxicab fares. A per diem amount limited to the federally approved per diem limits may be provided for any overnight business travel. Staff and Board of Directors Members should travel by the lowest available fare to accommodate the purpose of the trip.

The per Diem amount that the Association uses for travel can be found on the Associations current “Fine and Fee Schedule under “D1-6.”

The amount used for Mileage reimbursement can be found on the Associations current “Fine and Fee Schedule under “D7.”

Holidays Observed Policy

The Association Office will be closed in observance of the following Idaho State Holidays:

- January - New Year’s Day & Idaho Human Rights Day / Martin Luther King Jr.
- February – President’s Day
- May - Memorial Day
- June - Juneteenth
- July – Independence Day
- September - Labor Day
- October - Columbus Day
- November - Veteran’s Day, Thanksgiving Day, and the day after Thanksgiving

- December – Christmas Day

Home Tour Policy

In an effort to promote cooperation among our Members, the Greater Idaho Falls Association of REALTORS® is implementing a **Home Tour**. This provides an opportunity for our Members to preview properties that are available to the public, while getting to know each other better.

Guidelines

- Only active and currently licensed REALTOR® Members of the Greater Idaho Falls Association of REALTORS® are allowed to have a home on, or to attend, the **Home Tour**.
- Homes must be submitted by NOON the Friday before the tour.
- The **Home Tour** will take place every other Tuesday and will begin at a Designated starting location.
- A maximum of two (2) homes per Agent will be allowed on each tour.
- Agents with homes on the tour will need to be present at the Designated starting location by 8:45 am.
- The **Home Tour** starts at 9:00 AM sharp. If you have a home on tour and you are not there by 8:45 am your Listing will be removed from the **Home Tour**.
- Only properties currently Active on the Snake River Regional MLS are eligible to be on tour.
- The **Home Tour** will be divided into East and West sections. Properties must be submitted to the appropriate **Home Tour** based on its location.
- As a courtesy to other Agents, Agents must attend the entire **Home Tour** and NOT just the home that they submitted. If an Agent only shows up to their own listing and then leaves, that Agent will lose the privilege of submitting a home for the **Home Tour** for the next three (3) months.
- Properties are only eligible for the **Home Tour** once every six (6) months.
- All properties that would like to be on the **Home Tour** must be emailed to Staff at gifar@gifar.org with all of the proper information attached.
- Each month a different Meeting Location will be determined.

A Tour Sheet of the properties on the **Home Tour** will be available prior to the day of the tour.

Properties submitted to be on the **Home Tour** need to include the following:

- Which **Home Tour** – East or West
- The MLS#, The Address of the property, List Price
- Directions to the property, if necessary
- Listing Agent and Brokerage
- Who is Responsible to be on the **Home Tour** to open and answer questions about the property
- # of Bedrooms, # of Bathrooms, AG Square Footage, TOTAL Square Footage, & Size of the Lot

Personnel Policy

The **AE CEO**, with the advice of the Association's legal counsel and with the approval of the Executive Committee, shall prepare, maintain, and enforce personnel policies and / or guidelines which will be reviewed annually. The Executive Committee shall review and approve any proposed changes to the personnel policies before they take effect.

No bonuses or raises shall be granted without written documentation and approval from the Executive Committee.

Memorials Policy

Memorials may be sent when a Member / spouse, their children, sons & daughters-in-laws, mother or father has died, at the discretion of the Executive Committee.

Position Description and Responsibilities Policy

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Immediate Past President, President-Elect, Secretary, Treasurer and the **AE CEO**. Per the Bylaws, the **AE CEO** is an ex-officio member without a vote. The Executive Committee performs the annual review of the **AE CEO**, and any other duties as deemed necessary by the President. A quorum of the Executive Committee constitutes of not less than three (3) members.

BOARD OF DIRECTORS

The Board of Directors consists of the President, President-Elect, Immediate Past President, Secretary, Treasurer, Treasurer-Elect, Local Directors, State Directors and the **AE CEO**.

PRESIDENT

Basic Functions

- Serves as the chief elected officer, representing the entire membership and the best interests of the organization.
- Exercises personal leadership in the motivation of other officers, Board of Director Members, Committee Members, staff and membership.
- Influences the establishment of goals and objectives for the organization during term of office.
- Acts as spokesperson and inspirational leader and takes an important part in monitoring and evaluating the organization's performance and effectiveness.
- Works in partnership with the **AE CEO**.
- Is an ex-officio member of all Standing Committees and a voting Member of the IDAHO REALTORS® Board of Directors.

Duties, Responsibilities and Authority

Within the limits of the constitution, Bylaws and policies, the President is responsible and has commensurate authority to accomplish the duties set forth below:

- Presides over and attends all meetings of the Board of Directors and Executive Committee. Coordinates agenda material with the **AE CEO**.
- Sees that the Board of Directors, Executive Committee and officers are kept fully informed on the conditions and operations of the Association (the **AE CEO** may play a major part in fulfilling this responsibility).
- Works with the **AE CEO** in seeing that the basic policies and programs that will further the goals and objectives of the Association are planned, formulated and presented to the Board of Directors.

- Appoints chairpersons of Association committees and task forces (often with the approval of the Board of Directors), outlines the purpose and duties of these committees and monitors the progress.
- Sees that the organizational structure and Policies and Procedures of the Association are reviewed annually with the ~~AE CEO~~.
- Supports and defends policies and programs adopted by the Board of Directors and the Executive committee.
- Promotes interest and active participation in the Association on the part of the membership and reports activities of the Board of Directors to Members by means of letters, publications or speeches.
- Presents a report at the Annual Planning Meeting.
- Acts as the spokesperson for the Association to the Media, the public, legislative bodies and related organizations.
- In cooperation with those Committee Chairpersons who monitor financial responsibility, helps develop, recommend, and upon approval of the Board of Directors, operate within an annual budget.
- Shall be the goal to travel to specific meetings as budgeted: (See the list of meetings under “Travel Expense Reimbursement” listed later.)

Relationship

- Responsible to the Board of Directors and through the appropriate body, to the membership for seeing that the programs and policies of the Association reflect the needs and the aspirations of the membership.
- The President consults and advises with the ~~AE CEO~~ on all matters pertaining to Association policies, programs and finances.

General Working Knowledge

- The Bylaws and operating Policies of the GREATER IDAHO FALLS ASSOCIATION OF REALTORS®.
- Parliamentary Procedure – Robert’s Rules of Order.

Public Relations

The President is the spokesperson for the Association and therefore, is the most assessable to the media. This applies to print, television and radio and any internet / social media platforms.

Because of this recognition, the media affords the office of the President his / her views, opinions and announcements on real estate related matters are most likely to make news. Accordingly, the Public Relations / Media / Communications Committee(s) of the Association will try to have him / her quoted.

Experience and Qualifications

Experience Required for Office of President of the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® at the time of taking office:

- To be actively involved in the real estate business and be a REALTOR® Member, and in good standing, with the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® and IDAHO REALTORS® as well as with the Idaho Real Estate Commission for at least two (2) years.
- To have served as the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® President-Elect.

Additional Desirable Experience

- To have attended IDAHO REALTORS®'s Leadership Academy or the NATIONAL ASSOCIATION OF REALTORS® Leadership Summit training.
- To have previously attended IDAHO REALTORS® / the NATIONAL ASSOCIATION OF REALTORS® meetings.

PRESIDENT-ELECT

In the absence of unforeseen events, the President-Elect shall succeed to the Presidency.

Representative of the President

On many occasions, the President-Elect will be called on by the President to represent the Association at important meetings, luncheons and dinners and business sessions where representation from the Association is deemed appropriate.

Duties and Responsibilities

- It is the duty of the President-Elect to perform the duties of the President in the event of his / her absence or disability and shall perform such other duties as may be enjoined upon him / her by the Board of Directors.
- The President-Elect shall make plans for the following year including Committee Chair appointments at the general direction of the Association prior to December 1st.
- The President-Elect shall work closely with the President and the ~~AE CEO~~ on policy and budget issues.
- Shall be the goal to travel to specific meetings as budgeted: (See the list of meetings under "Travel Expense Reimbursement" listed later.)
- Chairs the Programs / Luncheons Committee

Team Effort

The office of the President-Elect provides an excellent opportunity to train for the presidency, the office to which he / she will automatically succeed in the following year. As a Member of the Executive Committee, he / she is involved at all levels of the decision-making process which provides excellent training for the following year.

Reports to the Directors

The President-Elect may be asked, from time to time, to give reports from the Executive Committee to the Board of Directors.

Experience and Qualifications

Experience Required for Office of President-Elect of the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® at the time of taking office:

- To be actively involved in the real estate business and be a REALTOR® Member, and in good standing, with the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® and IDAHO REALTORS® as well as with the Idaho Real Estate Commission for at least two (2) years.
- ~~○ To have served on the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® Board of Directors for at least two (2) full years prior to the year taking office.~~
- In the event a Member has transferred from another Association and has been actively involved in the real estate business and a member in good standing at the previous Association for a

minimum of two (2) years, the Member is also eligible to serve, provided that REALTOR® membership has been continuous, or that any break in membership is for one (1) year or less.

Additional Desirable Experience

- To be enrolled in or have attended IDAHO REALTORS®'s Leadership Academy or the NATIONAL ASSOCIATION OF REALTORS® Leadership Summit training.
- To have previously attended IDAHO REALTORS® / the NATIONAL ASSOCIATION OF REALTORS® meetings.

IMMEDIATE PAST PRESIDENT

The Immediate Past President shall serve on the Executive Committee in an advisory capacity and as a voting Member. The Immediate Past President provides continuity and historical information to the Board of Directors, when needed.

Chairs the Governance / Bylaws / Policies & Procedures Committee and the Legal Issues Committee.

TREASURER-First Vice President

Duties, Responsibilities and Authority

- Automatically a Member of the Budget / Finance Committee and works with the committee during the year as deemed necessary and as directed by the President or Executive Committee.
- Is considered the first signatory on all checks drafted against the Association and the President or President-Elect will be asked to sign along with the ~~AE~~ ~~CEO~~ for the required two (2) signatures on all checks.
- Will prepare and present the Proposed budget for the next year at the December Planning Meeting.
- Chairs the Budget / Finance Committee.
- Will need to be available for approving checks and payroll in a timely manner.
- Will give a monthly report to the Board of Directors regarding the financials of the Association.
- Encouraged to review and approve all new membership applicants with the assistance of Staff.
- Takes meeting minutes and records attendance at all Association meetings and events when AE is not present.

Experience and Qualifications

Experience Required for the First Vice President for the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® at the time of taking office:

- To be a Member, and in good standing, with the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® and IDAHO REALTORS® as well as with the Idaho Real Estate Commission.
- To have served on the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® Board of Directors for at least one (1) year.
- In the event a Member has transferred from another Association and has been actively involved in the real estate business and a member in good standing at the previous Association for a minimum of two (2) years, the Member is also eligible to serve, provided that REALTOR® membership has been continuous, or that any break in membership is for one (1) year or less.

SECRETARY

Duties, Responsibilities and Authority

- Is encouraged to review and approve all new membership applicants with the assistance of Staff.
- Takes meeting minutes and records attendance at all Association meetings and events.

Experience and Qualifications

Experience Required for the Secretary for the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® at the time of taking office:

- To be a Member, and in good standing, with the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® and IDAHO REALTORS® as well as with the Idaho Real Estate Commission.
- To be actively involved in the real estate business as a REALTOR® Member for a minimum of two (2) years.
- In the event a Member has transferred from another Association and has been actively involved in the real estate business and a member in good standing at the previous Association for a minimum of two (2) years, the Member is also eligible to serve, provided that REALTOR® membership has been continuous, or that any break in membership is for one (1) year or less.

TREASURER-ELECT

It is the duty of the Treasurer-Elect to perform the duties of the Treasurer in the event of his / her absence or disability and shall perform such other duties as may be enjoined upon him / her by the Board of Directors. In the absence of unforeseen events, he / she shall succeed to the Treasurer.

Serves on the Budget / Finance Committee.

Team Effort

The office of the Treasurer-Elect provides an excellent opportunity to train for the Treasurer, the office to which he / she will automatically succeed in the following year.

Experience and Qualifications

Experience Required for the Treasurer-Elect for the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® at the time of taking office:

- To be a Member, and in good standing, with the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® and IDAHO REALTORS® as well as with the Idaho Real Estate Commission.
- To be actively involved in the real estate business as a REALTOR® Member for a minimum of two (2) years.
- In the event a Member has transferred from another Association and has been actively involved in the real estate business and a member in good standing at the previous Association for a minimum of two (2) years, the Member is also eligible to serve, provided that REALTOR® membership has been continuous, or that any break in membership is for one (1) year or less.
- Must have accounting knowledge with QuickBooks (or a similar Accounting Software Program).
- Will need to be available for approving checks and payroll in a timely manner.
- Will give a monthly report to the Board of Directors regarding the financials of the Association.

LOCAL DIRECTORS

Directors will meet attendance requirements as set forth previously, will act as liaison to a committee for the year as assigned by the President or the Executive Committee and will report to the Board of

Directors on behalf of that committee. Directors will also be required to represent the membership and stay informed as set forth previously in this Policy manual.

May chair one or more Committees.

Experience and Qualifications

Experience Required for a Local Director for the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® at the time of taking office:

- To be a Member, and in good standing, with the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® and IDAHO REALTORS® as well as with the Idaho Real Estate Commission.
- To be actively involved in the real estate business as a REALTOR® Member for a minimum of two (2) years.
- In the event a Member has transferred from another Association and has been actively involved in the real estate business and a Member in good standing at the previous Association for a minimum of two (2) years, the Member is also eligible to serve, provided that REALTOR® membership has been continuous, or that any break in membership is for one (1) year or less.

STATE DIRECTORS

Member Associations shall be entitled to one (1) State Director nominated and elected by their Local Association and one (1) additional director for each four hundred (400) Active REALTOR® Members who designate their Local Association as their Primary Association. The director count for the following year is based on membership as of July 31st annually. State Directors will be elected for a three-year (3) term to represent the membership of the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® as a voting Member at the Board of Directors meeting of the IDAHO REALTORS® held during the year (approximately 2 - 4 times).

Duties, Responsibilities and Authority

- Keep informed of matters affecting real estate in the community, state and nation and contributes responsibly to the Association on such matters.
- Make sure the aims and objectives of the State Association are accepted and carried out at the local level.
- Bring programs and issues from the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® to the attention of the state association, as required.
- The IDAHO REALTORS® Board of Directors will meet two (2) times per year, once in Boise in the spring, and once in the fall in conjunction with the Idaho State Convention. State Directors are to attend every regularly scheduled meeting, for the entire meeting. According to the IDAHO REALTORS® Bylaws, two (2) consecutive unexcused absences will be considered a resignation.
- The IDAHO REALTORS® Board of Directors has the ability to call special meetings if necessary and may vote on critical issues via electronic means if necessary.
- The IDAHO REALTORS® Board of Directors continues to be the primary authority for the IDAHO REALTORS®. In order for the Board of Directors to effectively carry out this fundamental role, its focus and responsibility must be that of approval of policy rather than a management body. The Board of Directors governs through five (5) essential duties:
 - Approval of End Policies (business planning, strategic planning, etc.)
 - Approval of changes to Public Policy

- Allocation of IDAHO REALTORS® Resources (overall budget and goal approval)
- Governance (approval of all Bylaw changes)
- Electing the First Vice President
- The focus of the IDAHO REALTORS® Board of Directors is on the needs of the general membership and not on the internal processes and committee / staff work. The Board of Directors must hold itself, and others, accountable for accomplishing the end results it has approved.
- All members of the IDAHO REALTORS® Board of Directors should:
 - Know the issues of importance to their constituency and bring matters of concern to the attention of the IDAHO REALTORS®.
 - Know the issues of importance to the IDAHO REALTORS®. Report matters of concern and actions back to our Association constituency on a regular basis.
 - Understand how the State Association works - read and know the Constitution, Bylaws, Statement of Policy, Code of Ethics, publications, etc.
- The IDAHO REALTORS® is a private non-profit corporation and like any corporation has directors. All corporation directors owe a legal fiduciary duty (amongst other duties like confidentiality, etc.) to the corporation, irrespective of how they are selected. The corporation Bylaws proscribe how directors will be selected; in the IDAHO REALTORS®'s case, the local Associations of REALTORS® are charged with selecting Members to serve as state association directors. The fact that a local Association selects the state's directors does not supersede the fiduciary duty legally imposed on those directors. If an individual director were to act in a biased or preferential way to the detriment of the state Association, they could be exposed to legal liability.

Time Considerations

State Directors are to attend every regularly scheduled meeting, for the entire meeting. According to the IDAHO REALTORS® Bylaws, two (2) consecutive unexcused absences will be considered a resignation. In that instance, the local Association will be notified that their State Director has missed two (2) consecutive meetings, and the local Association will be asked to name a replacement State Director. Attendance will be verified through the director's signature on the sign in sheets provided at each Board of Directors meeting.

Experience and Qualifications

Experience Required for State Director for the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® at the time of taking office:

- Be a REALTOR® Member in good standing, actively engaged in the business of real estate.
- To be actively involved in the real estate business and be a REALTOR® Member, and in good standing, with the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® and IDAHO REALTORS® as well as with the Idaho Real Estate Commission for at least two (2) years.
- To have served on the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® Board of Directors for a minimum of two (2) years.
- In the event a Member has transferred from another Association and has been actively involved in the real estate business and a member in good standing at the previous Association for a

minimum of two (2) years, the Member is also eligible to serve, provided that REALTOR® membership has been continuous, or that any break in membership is for one (1) year or less.

ASSOCIATION EXECUTIVE ~~CEO~~

The Association Executive ~~CEO~~ shall be an employee hired by agreement of the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® Board of Directors. The AE ~~CEO~~ shall conduct the day-to-day business of the Association as directed by the Board of Directors and its President. The AE ~~CEO~~ may assist with committee duties and other activities as directed.

Duties, Responsibilities and Authority

- Undertake such functions as may be designated by the Board of Directors;
- Be experienced with business methods;
- Have the skill and willingness to assist officers, committees and Members;
- Stand aloof from policies and rivalries of members while keeping devotion directed to the overall good of the Association;
- Provide continuity of policies, work and progress in the Association whose leadership are frequently changing and whose Members are busy with their own duties.
- Full position description shall be kept on file.
- In the event of an emergency during the AE ~~CEO~~'s absence, the Association President will immediately be notified and will determine the best course of action to take.

SNAKE RIVER REGIONAL MLS DIRECTORS

As a Shareholder and major stockholder in the Snake River Regional MLS, the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® will appoint Directors to serve on the SNAKE RIVER REGIONAL MLS (“SRRMLS”) Board of Directors for rotating three-year (3) terms. Per the SNAKE RIVER REGIONAL MLS Bylaws, the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® will appoint two (2) Directors plus one additional Director for each fifty (50) primary Members (excluding the first fifty (50) members). Officers of the SNAKE RIVER REGIONAL MLS are then further selected from those appointed Directors of the Service. The number of primary Members for each Shareholder is determined as of March 31st each year.

Appointed Directors shall report SNAKE RIVER REGIONAL MLS business to the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® Board of Directors at the regular GREATER IDAHO FALLS ASSOCIATION OF REALTORS® Board of Directors meetings, as well as the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® business to the SNAKE RIVER REGIONAL MLS at their regular meetings as directed by the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® Board of Directors.

The Greater Idaho Falls Association of REALTORS® shall appoint the Current President and President-Elect to be the first two (2) Directors from the Association to serve on the Board of Directors for the Snake River Regional MLS.

Experience and Qualifications

Experience Required for SNAKE RIVER REGIONAL MLS Director appointees as Shareholder representatives of the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® at the time of taking office:

To be actively involved in the real estate business and be a REALTOR® Member, and in good standing, with the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® and IDAHO REALTORS® as well as with the Idaho Real Estate Commission for at least two (2) years.

Additional Desirable Experience

- Preference given to SNAKE RIVER REGIONAL MLS Designated Broker Members.
- Further preference will be given by experience in the Association and in the marketplace.

COMMITTEE / WORK GROUP CHAIRPERSON

Function

Chair all meetings of their committee / work group during appointed term of office. Coordinate with committee / work group Members, ~~AE CEO~~ / staff and the Association President to achieve assigned objectives. Will liaison with other committee / work group leadership as required.

Solicits the participation of Other Members to serve on the committee work group (where allowed).

Responsibilities

Within the limits of the Bylaws of the Association and policies established by the Board of Directors, the Committee / work group Chairperson and / or Vice-Chairperson shall be expected to adhere to the following:

- Chair all committee / work group meetings during appointed term of office.
- Establish goals for the committee / work group with the assistance of the President and ~~AE CEO~~.
- Liaison with Association elected officers, appointed liaison and / or staff to develop annual committee / work group objectives.
- Oversee the progress of committee / work group Members in completing assigned projects.
- Develop with the ~~AE CEO~~ the final agenda for each meeting.
- Approve and distribute minutes after each meeting.
- Carry Committee / work group actions and concerns to the Board of Directors.
- Provide input to the President, ~~AE CEO~~ and Budget / Finance Committee any anticipated funds needed to carry out the objectives for the year.
- Provide a report of an individual project or an annual report after the completion of all projects each year.
- Recommend to elected officers potential committee / work group leadership.
- In the event of inability to be present or perform any of the specific responsibilities the chair shall ask the vice-chair to perform those responsibilities.

COMMITTEE / WORK GROUP MEMBER

Function

Reports to the committee / work group chair. Actively participates in the work of the committee / work group; provides thoughtful input to the deliberations of the committee / work group; focuses on the best interest of the Association and the committee / work group rather than on personal or constituent interests and works toward fulfilling the committee's / work group's goals.

Responsibilities

- Attends committee / work group meetings.
- Reviews all relevant materials before committee / work group meetings. Makes contributions and voices objective opinions on issues.
- Carries out individual assignments made by committee / work group chair or through volunteering.
- Works as part of the committee / work group and staff team to ensure that the committee / work group proposes policies and / or develops products and services that help Association Members and staff who are responsible for programs within the scope of interest of the committee / work group.
- Represents the committee / work group in meetings of other Association groups.
- Refrains from any discussion or activities that are in violation of antitrust laws.

Committees / Work Groups and Their Responsibilities Policy

ASSOCIATION COMMITTEES

The President may appoint, from among REALTOR® Members, subject to confirmation by the Board of Directors, the following committees:

- Grievance (Idaho REALTORS® Currently Handles)
- Professional Standards (Idaho REALTORS® Currently Handles)
- Education
- Budget / Finance (Treasurer, Chair)
- Governance / Bylaws / Policies and Procedures (Immediate Past President, Chair)
- Local Political Involvement Committee ("LPIC") / Legislative / Government Affairs
- Social
- Community Service
- REALTOR® Political Action Committee ("RPAC")
- Public Relations / Media / Communications
- Nominating (President, Chair)
- Programs / Luncheons (President-Elect, Chair)
- New Member
- Membership
- Election (President, Chair)
- Selection
- Grant Writing
- Legal Issues (Immediate Past President, Chair)
- Home Tour
- Past Presidents Advisory (Immediate Past President, Chair)

COMMITTEE / WORK GROUP RESPONSIBILITIES

Association committees help the Board of Directors conduct business. Committees are vehicles for parceling out the Board of Director's work and removing some of the tasks from the full Board of Director's consideration. Policy issues should be deliberated at the full-Board of Director's level, whereas social planning and community programs are best hammered out at the committee level.

Committees may be standing committees or ad hoc committees. Committees are specified in the Bylaws and carry out the business of the Association. Work groups are formed for a specific transient purpose and dissolved upon completion of the task. The President shall appoint work groups as deemed necessary.

Committee chairs should be Members of the Board of Directors. Committee Members are not required to be Members of the Board of Directors.

COMMITTEES

Nominating Committee (Chaired by the President)

The Nominating Committee shall consist of four (4) REALTOR® Members, plus the current President who will serve as Chair. The Nominating Committee shall be appointed by the President and ratified by the Board of Directors at the June meeting.

The Nominating Committee shall direct the ~~AE CEO~~ to circulate the open positions with position descriptions, applications, and consent to serve forms to all Members electronically. Once applications are received, candidates are interviewed by the Committee and will recommend a slate of candidates to the Board of Directors for approval. This is the Committee's opportunity to interview the candidates and their qualifications on behalf of the entire Membership in choosing the best candidates to slate for the position based upon their process. No preference is to be given to current Board of Director Members who are running for re-election or for a new position on the Board of Directors.

Legal Issues Committee (Chaired by the Immediate Past President)

Tax Status

The GREATER IDAHO FALLS ASSOCIATION OF REALTORS® is organized as an IRS 501 (c) 6, not for profit.

Legal and Professional Counsel

The Board of Directors may retain legal and other professional counsel as deemed necessary. The ~~AE CEO~~ may make contact and request appropriate services. This will include but is not limited to Professional Standards reviews.

Legal Liability

The Board of Directors is covered by the Directors and Officers Errors and Omissions Insurance Program as provided by the NATIONAL ASSOCIATION OF REALTORS® which provides blanket coverage to protect directors from litigation that may result from actions taken by the Board of Directors.

Representing the Membership

As a Member of the Association's governing body, the Board of Director's major responsibility is to represent the entire membership of the Association.

In evaluating a position keep in mind that the Board of Directors is responsible for all Members and must place the welfare of the total Association ahead of factional considerations.

Each Director is unique and contributes special talents to the successful management of the Association. It is important, therefore, that you express your viewpoints and share your opinions on issues.

Criticism can be important to growth. Deal with issues and facts, not personalities.

As a Director, you'll find that much importance is being attached to your remarks, both on and off the record. Discretion protects credibility, discourages rumors, gossip and negative criticism.

Correspondence

Correspondence of specific interest to all the Directors shall be circulated with copies. This applies to incoming communications and replies, as well as letters originating within the Association office. Copies of letters written or directed to be written on behalf of the Board of Directors, by individual Officers or Directors, shall be circulated with copies to all Board of Directors and the Association office.

Written correspondence with the Association shall be directed to the Association office located at 1508 Midway Ave, Ammon, Idaho 83406. Other forms of communication may be used; email: gifar@gifar.org mike@gifar.org, or the office phone (208) 523-1477.

Notices

A calendar of meeting dates is to be published and circulated as soon as possible in the fiscal year. A monthly calendar of events shall be available on the website.

Distribution of Minutes

Minutes of meetings shall be sent to the Officers and Directors following the meeting. Any Association Member may read the minutes at the Association office.

Contracts

The negotiation and execution of contracts as approved by the Board of Directors shall be entered into by the ~~Association Executive~~ ~~Chief Executive Officer~~ or the President. When deemed necessary the contracts will be reviewed by legal counsel. (Personal liability may apply for all others.)

Finance Committee (Chaired by the Treasurer)

Fiscal Year

The fiscal and elective year of the Association shall be January 1st through December 31st.

MEMBERSHIP DUES

AGENTS / BROKERS

Annual Membership dues are due and payable by ~~December 15th~~ ~~October 31st~~ and will be considered past due after ~~December 15th~~ ~~October 31st~~. Dues must be received in the Association Office (or paid online) by the close of business on the date due, postmarks will not be acceptable.

The Designated REALTOR® will be notified of any Licensee who has failed to pay their annual dues and the Designated REALTOR® will be assessed Non-Member dues for each Licensee.

There are no exceptions to this policy.

AFFILIATE MEMBERS

Affiliate membership benefits are extended **company wide. only to the designated individuals and are not companywide.** Membership requires one (1) named Primary Membership for the affiliate company and allows as many Secondary Memberships as the company desires. All Affiliate Members are listed with their contact information and is accessible to Members and have access to the membership meetings and additional networking events throughout the year.

Annual Membership dues are due and payable (for a twelve (12) month time frame) by **November 30th May-31st** and will be considered past due after **November 30th May-31st**. Dues must be received in the Association Office (or paid online) by the close of business on the date due, postmarks will not be acceptable.

There are no exceptions to this policy.

BILLING PROCESS / PROCEDURE FOR REALTOR® MEMBERS

1. The annual billing for Membership dues shall begin in September. Payment on the accounts is due by **November 30th October-31st** and delinquent on **December 15th November-1st**.
2. Payments must be received in the Association Office (or paid online) by 5:00 pm on **November 30th October-31st**.
3. The Association may send out email notifications, reminders, post reminders on social media and take pains to notify our Members of the due dates. Ultimately it is the responsibility of the Member to pay any and all Dues and Fees on time as per the Bylaws and Membership requirements.
4. At least two (2) business days prior to the **November 30th October-31st** due date an E-Mail blast may be sent to all unpaid Members reminding them of the **November 30th October-31st** due date. This will include any participants where the credit card has failed to clear for any reason.
5. On **December 15th November-1st** a late fee will be assessed and WILL NOT be waived. (For the Amount see "E1" on the Associations current "Fine and Fee Schedule.")
6. Past due statements may be sent to Members indicating the last due date to avoid suspension of services which will be on or before 5:00 pm on **December 31st November-14th**. Dues plus any and all late fees must be paid in full at this time to avoid suspension of all REALTOR® services.
7. The first business day following the due date to avoid suspension, all outstanding Member accounts will be suspended, and the Licensee will become a Non-Member (see Non-Member Billing Procedure). All access to REALTOR® products and services, including access to all REALTOR® services (the Multiple Listing Service, SUPRA, and the REALTOR® Forms), will be suspended.
8. In order to have services reinstated, the delinquent account must be brought current including any and all late fees and reinstatement fees.
9. At this time, statements (for all REALTOR® Members) may be sent to the Designated REALTOR® listing any and all unpaid Licensees and warning of an Office Suspension if all dues and fees are not paid in full by 5:00 pm on or before December 31st.
10. On January 1st, if Membership dues and any and all late fees remain unpaid, the office which holds the unpaid Member(s) license(s) (for all REALTOR® Members or for any Non-Member assessments) will have all REALTOR® products and services, including access to the Multiple Listing Service, SUPRA, and the REALTOR® forms, will be terminated for all Licensees within the office until any and all dues, late

fees, non-member assessments and reinstatement fees are received in full or the office notifies the Association that they are no longer holding the license(s) of the unpaid Member(s).

BILLING PROCESS / PROCEDURE FOR AFFILIATE MEMBERS

1. The annual billing for Affiliate Membership dues shall begin in ~~September~~ **April**. Payment on the accounts is due by ~~November 30th~~ **May 31st** and delinquent on ~~December 15th~~ **June 1st**.
2. Payments must be received in the Association Office (or paid online) by 5:00 pm on ~~November 30th~~ **May 31st**.
3. The Association may send out email notifications, reminders, post reminders on social media and take pains to notify our Affiliate Members of the due dates. Ultimately it is the responsibility of the Member to pay any and all Dues and Fees on time as per the Bylaws and Membership requirements.
4. At least two (2) business days prior to the ~~November 30th~~ **May 31st** due date an E-Mail blast may be sent to all unpaid Affiliate Members reminding them of the ~~November 30th~~ **May 31st** due date. This will include any participants where the credit card has failed to clear for any reason.
5. On ~~December 15th~~ **June 1st** a late fee will be assessed and WILL NOT be waived. (For the Amount see "E1" on the Associations current "Fine and Fee Schedule.")
6. Past due statements may be sent to Affiliate Members indicating the last due date to avoid suspension of services which will be on or before 5:00 pm on ~~December 31st~~ **June 14th**. Dues plus any and all late fees must be paid in full at this time to avoid suspension of all Member services.
7. The first business day following the due date to avoid suspension, all outstanding Affiliate Member accounts will be suspended. All access to any products and services will be suspended.
8. In order to have services reinstated, the delinquent account must be brought current including any and all late fees and reinstatement fees.

MEMBERSHIP REINSTATEMENT

REALTOR® MEMBERSHIP REINSTATEMENT: There is a Reinstatement Fee for annual REALTOR® Membership within one year. (For the Amount see "E2" on the Associations current "Fine and Fee Schedule.") Reinstatement as a REALTOR® Member may be accomplished at any time within the one year of inactivation. The Member must pay any outstanding amount on their account, the Reinstatement Fee and a full year's dues to be reinstated. Anyone leaving the Association Membership for any reason for more than one (1) year from the date of inactivation must reapply as a New Member.

AFFILIATE MEMBERSHIP REINSTATEMENT: There is a Reinstatement fee (For the Amount see "E3" on the Associations current "Fine and Fee Schedule.") plus dues if it is less than one (1) year.

Affiliate Members whose Membership has lapsed due to non-payment of dues must reapply as a New Member and pay an Application Fee, dues and any outstanding account balance.

NON-MEMBER BILLING PROCEDURE

A Non-Member is defined as a licensee affiliated with a Designated REALTOR® who is not a REALTOR® Member, either by design or as a result of delinquent account status.

1. All charges for registered “Non-Members” will be the Designated REALTOR®’s responsibility. This includes any and all recurring association charges, technology fees, annual fees, dues, contributions, donations, assessments, new member fee, application fee, etc.
2. Checks (or online payments) for payment on the Designated REALTOR®’s account will not be accepted from Non-Members.
3. Non-Members do not have an “account” and therefore must pay in advance for all purchases and course registrations at the current Non-Member price. (For the Amount see “C1” on the Associations current “Fine and Fee Schedule.”)
4. Any former Member who has been “suspended” from Membership due to nonpayment of fees will automatically become a Non-Member.
5. The annual Non-Member assessment will be considered as part of the Designated REALTOR®’s annual dues payment. The Designated REALTOR®’s dues statement ultimately will include the assessment for each Non-Member licensee in addition to his / her annual dues. The total amount of the dues must be paid in full, or the Designated REALTOR®’s dues will be considered delinquent.

MEMBERSHIP EXAMPLES

A REALTOR® Office has ten (10) Licensees, all of whom are Members. The office has two (2) Staff people and one (1) unlicensed Assistant working there. Can these additional three (3) people participate in an Association Members Only Event? In most situations the answer would be YES. They can come to an Association Luncheon, or the Christmas Party, or the Golf Tournament, etc... If an individual wants to participate in multiple events, then they would need to become a Member.

A Lending Institution (or A Home Inspection Business) has three (3) Lenders / Inspectors (all of which are Affiliate Members) and they have three (3) other clerical Staff people. Can these three (3) Staff people participate in an Association Member Only Event? In most situations the answer would be YES. They can come to an Association Luncheon, or the Christmas Party, or the Golf Tournament, etc... If an individual wants to participate in multiple events, then they would need to become a Member.

A Title Company has five (5) Affiliate Members, their Vice President, a marketer, and all of their three (3) Escrow Officers. The Escrow Assistants and other clerical Staff Members want to come to the Association’s Christmas Party. Can they? YES, however If an individual wants to participate in multiple events, then they would need to become a Member.

Look at it this way. If it is a Lending institution and all Three (3) of the Lenders there are members then their support Staff can also participate in an event. However, if only one (1) Lender is participating and the other Two (2) Lenders there want to come to an Association Members Only Event, then they are not able to. They would need to join the Association, otherwise they are considered Non-Members. If an individual wants to participate in multiple events, then they would need to become a Member.

If the main people are all Members then the support Staff and other Assistants can occasionally participate by attending an event. They are not considered Members but are able to participate. If they want to attend multiple events then they would need to become a Member.

DUES AND FEES

Dues and Fees are to be established annually by the Board of Directors. All Dues / Fees are subject to change at any time. Please contact the GIFAR Office to verify the current Dues / Fees.

CREDIT CARD FEES

The GREATER IDAHO FALLS ASSOCIATION OF REALTORS® is organized as a not-for-profit. Should a Member pay by such a way that a fee is charged for the transaction, a transaction fee will be assessed to them to cover the cost.

Budget Committee (Chaired by the Treasurer)

The Budget committee will meet prior to Board of Directors and Committee Chairpersons Annual Planning Meeting. The Budget Chairperson should present the budget to the Board of Directors with rationale for increases or decreases to budget line items based upon past history or known changes. Comparison of actual to budget variance will be prepared for monthly review by the Board of Directors. The Budget Chairperson should present the budget review to the Board of Directors. If there is a significant variance from the budget, the Budget Chairperson should come to the Board of Directors with suggested recommendations to help get back on budget whether expense reduction or a budget increase. The Budget Chairperson should have complete expense figures within two (2) weeks after the end of the quarter with the exception of year-end when expenses and income might take an additional thirty (30) days to obtain.

Check Writing Authorization

Any two (2) signatures will be required from the following authorized officers of the Association: AE CEO, Treasurer, President, and President-Elect. The AE CEO and Treasurer will review the check register monthly. AE CEO shall approve all usual and customary payables prior to processing. Payables for the AE CEO will be approved by the President as well as the Treasurer prior to processing.

Expenditures Authority

Without written authorization from the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® President and / or AE CEO, no Member of the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® or staff shall negotiate for or contract for goods or services, including but not limited to speakers, facilities, social / meal functions, etc., on behalf of the Association either verbally or through written letter of intent to enter an agreement or through a contract. No commitment for goods and / or services, including, but not limited to speakers, facilities, social / meal functions, may be made until funding has been verified with current approved budget. If funding is approved, all negotiations, contracts, and commitments for same shall be implemented by the President and / or AE CEO.

Monthly Financial Package

The Board of Directors will review and approve a monthly financial package provided by the AE CEO, which includes balance sheet, budget spreadsheet, profit & loss statement, cash report, accounts payable, accounts receivable and AE CEO disbursements. The Treasurer and the AE CEO will review the bank reconciliations monthly.

Credit Cards

Credit cards may only be issued to the AE CEO. The Treasurer shall review the credit card statement of the AE CEO monthly. (For the Amount see "G1" on the Associations current "Fine and Fee Schedule.")

Petty Cash

There may be a petty cash fund (For the Amount see “G2” on the Associations current “Fine and Fee Schedule.”) available for incidentals and day to day operations of the Association. Such funds shall be accounted for by means of receipts and approved by the ~~AE-CEO~~.

Operating Reserves

An operating reserve of at least six (6) months shall be established and maintained at such point as current and immediate future obligations are satisfied.

Investments / Funds

All monies of the Association shall be invested in accounts of federally insured financial institutions, US Government Bonds or low risk mutual funds. At least 50% of the funds of the Association at any given time shall be invested / deposited in federally insured bank accounts in amounts not to exceed federal insurance limits. The amount on deposit in any one institution must not exceed the maximums of the Federal Deposit Insurance Corporation (“FDIC”) unless otherwise authorized by the Executive Committee. The Executive Committee shall approve opening and closing all deposit accounts.

Accounting Practices

Payroll may be contracted out for the GREATER IDAHO FALLS ASSOCIATION OF REALTORS®. Aging reports shall be prepared and submitted to the Treasurer and ~~AE-CEO~~ for monthly review. Any member or employee reimbursement requests must be accompanied by official receipts. Receipts shall be retained by the office in adherence with Internal Revenue Service (“IRS”) standards.

Reimbursement requests shall be reviewed and approved by the Treasurer and ~~AE-CEO~~ when budgeted items. Non-budgeted or over budget requests must be approved by the Executive Committee. Reimbursement requests by the ~~AE-CEO~~ shall be reviewed and approved by the President or the full Executive Committee.

Travel Expense Reimbursement

The Greater Idaho Falls Association of REALTORS® wants to assist our Local Association Leadership by covering some of the expenses that our Volunteer Leaders incur due to their service for our Association. The Association wants to assist by sometimes covering certain costs, such as registration, lodging, travel, as well as a per-diem for some of the events they are asked to attend (but not all). The Association asks that these Volunteer Leaders seek ways to be responsible for the expenses that they may incur. We ask that for each event that they seek a reasonable price for any airfare selected, hotel room chosen, registration needed, as well as other expenses. (Staff can make hotel reservations as well as arrange for flights in an effort to make the process easy for the participant.)

For those holding a position where The Idaho REALTORS® are to reimburse them, the Greater Idaho Falls Association of REALTORS® may pay for expenses on behalf of the individual and then seek reimbursement from the Idaho REALTORS® on their behalf.

The Budget committee will determine the amount eligible for reimbursement for each trip annually, based on the location of the Conferences / Meetings. Travel funding of any kind is based on the attendee's full participation in the intended GREATER IDAHO FALLS ASSOCIATION OF REALTORS® business. Partial or all funding may be denied by the ~~AE-CEO~~ or President if attendance requirements are not met. Requests for reimbursement over the budgeted amount must be approved by the Executive Committee. Expenses must be submitted on an approved form, which must document all items to be reimbursed and include receipts, as required by the IRS. Prudence should be used in making travel arrangements and carpooling is encouraged (only the driver will be reimbursed for mileage). Alcohol is not a reimbursable expense.

In every case, those attending such events may be required to make a presentation to the Board of Directors, the General Membership and / or the Executive Committee outlining those classes attended and what was learned so that all may benefit from this experience.

PRESIDENT

As President, the officer is also a voting Member of the IDAHO REALTORS® Board of Directors and expected to participate in the IDAHO REALTORS® board meetings and activities as requested by the IDAHO REALTORS® President.

Meeting

- IR Leadership Summit, Boise (Jan)
- IR Board of Director's, Boise (Apr)
- NAR Legislative, Washington DC (May)
- IR State Conference, (Sept / Oct)
- NAR National Conference (Nov)

PRESIDENT-ELECT

As President-Elect, it is important to the future of the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® to attend leadership training as provided by the NATIONAL ASSOCIATION OF REALTORS® and the IDAHO REALTORS® in order to be ready to lead the Association and ascend to the role of President.

Meeting

- IR Leadership Academy, Boise (if accepted)
- IR Leadership Summit, Boise (Jan)
- NAR Legislative, Washington DC (May)
- NAR Leadership Summit, Chicago (Aug)
- IR State Conference, (Sept / Oct)
- NAR National Conference (Nov)

Association Executive ~~CEO~~

The ~~AE CEO~~ is responsible for the day-to-day operations of the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® and needs to be kept abreast of matters and events happening nationally within our industry that affect our Association business and to effect continuity with changing leadership from year to year. Training is also provided by the NATIONAL ASSOCIATION OF REALTORS® for Professional Standards and Code of Ethics compliance that needs to be kept current.

Meeting

- IR Leadership Summit, Boise (Jan)
- AE-Institute, TBA (Mar)
- IR Board of Director's, Boise (April)
- NAR Legislative, Washington DC (May)
- NAR Leadership Summit, Chicago (Aug)
- IR State Conference (Sept / Oct)
- NAR National Conference (Nov)

STATE DIRECTORS

State Directors will travel to IDAHO REALTORS® Meetings as required to fulfill their responsibilities to the IDAHO REALTORS®. The Idaho REALTORS® cover certain costs for the State Directors and each State Director for GIFAR permits the Association to seek reimbursement for these costs.

Meeting

- IR Board of Director's, Boise (Apr)
- IR State Conference (Sept / Oct)

BOARD OF DIRECTORS

All other Board of Director Members are NOT reimbursed to attend the above mentioned meetings, but are encouraged to attend the State Convention (at their own expense) but may have the cost of the "Early Bird" registration reimbursed to them if they attend all of the Convention Meetings.

REALTOR® OF THE YEAR

The previous year's GREATER IDAHO FALLS ASSOCIATION OF REALTORS® REALTOR® Of The Year ("ROTY") may be allotted up to (For the Amount see "H1" on the Associations current "Fine and Fee Schedule.") to cover some of the expenses incurred to attend the Annual State Conference, as their name has been submitted for consideration as the following years' IDAHO REALTORS® REALTOR® Of The Year.

Meeting

IR State Conference (Sept / Oct)

Up to a maximum of (For the Amount see "H1" on the Associations current "Fine and Fee Schedule.") in total

IDAHO LEADERSHIP ACADEMY

If the Association elects to sponsor a Member to attend the Idaho REALTOR® Leadership Academy then the maximum amount that the Association may expend is (For the Amount see "H2" on the Associations current "Fine and Fee Schedule."). Any additional costs will be that of the participant.

Meeting

- February - IR Leadership Summit (Boise)
- April – (Boise)

- June
- IR State Conference (Sept / Oct)
Up to a maximum of (For the Amount see “H2” on the Associations current “Fine and Fee Schedule.”) in total

Returned Funds

A Returned Funds fee will be assessed on any check or account presented with non-sufficient funds, account closed, reversed or cancelling a Credit or debit card charge, etc. or for any reversed charge on any charge made. The Association will require a replacement payment with certified funds: money order, certified check, etc. (For the Amount see “J1” on the Associations current “Fine and Fee Schedule.”)

If the Returned Funds are not made good within five (5) business days, the Members services will be suspended, and a reinstatement charge will be assessed to the account. All fees must be paid before the reinstatement.

Insurance Coverage

The GREATER IDAHO FALLS ASSOCIATION OF REALTORS® maintains the follow insurance coverages:

- i. Liability Coverage and Fire Policy for
 1. Association-owned building
 2. Non-owner auto (Provided by GIFAR)
- ii. Worker’s Compensation Coverage for Association Employees (Provided by GIFAR)
- iii. Fidelity Insurance for Employees (Provided by GIFAR)
- iv. Errors & Omissions / Board of Directors (Provided by NAR)
- v. Liability Policy / Board of Directors (Provided by NAR)
- vi. Health Insurance / Benefits for Employees (Not provided as such, but an amount is given to them to do so.)

All coverage should be bid at least every two (2) years to determine that fees are competitive. The account is small enough that bidding annually would be prohibitive. (Bid sheets to be provided at least to all agencies associated with REALTOR® Member offices).

Professional Standards Committee

These duties are currently Being contracted out with the Idaho REALTORS®.

Adopted Procedures

The GREATER IDAHO FALLS ASSOCIATION OF REALTORS® hereby adopts the current Code of Ethics and Arbitration Manual (“CEAM”) of the NATIONAL ASSOCIATION OF REALTORS®.

Grievance Committee

These duties are currently Being contracted out with the Idaho REALTORS®.

Education Committee

The committee's focus is to plan and host all educational classes for GIFAR Members. The committee oversees planning the entire Education Calendar. These classes may include all Continuing Education Classes, Pre-License Classes, and non-continuing education classes.

Governance / Bylaws / Policies and Procedures Committee (Chaired by the Immediate Past President)

Annually review all Governing Documents and propose any updates or changes to the Board of Directors.

Local Political Involvement Committee (“LPIC”) / Legislative / Government Affairs Committee

Members of this committee shall attend different city, county, regional, school, and other meetings and bring back information that is relevant to our Members. Participation in these meetings will allow us to know what is happening and can let our voice be heard on issues affecting our Members.

Social Committee

The committee's focus is to host the annual Golf Tournament, host the annual Christmas Party, and other social events. The charities, dates, locations, and ticket prices for the events must be approved by the Board of Directors. The committee is responsible for their events' planning, fundraising efforts, and ticket sales.

REALTOR® Political Action (“RPAC”) Committee

The committee's focus shall be on fundraising RPAC investments and educating membership about RPAC and the benefits it has to their careers. The committee is responsible for event planning, increasing membership participation and Major Investors. The committee shall actively support RPAC in compliance with Federal & State Laws.

Public Relations / Media / Communications Committee

The committee's focus is to identify and implement communications with REALTOR® and Affiliate Members, to help promote the REALTOR® brand and Affiliate image in the communities we serve. The committee evaluates and monitors the effectiveness of communications and public relations initiatives.

Programs / Luncheons Committee (Chaired by the President-Elect)

This Committee shall be Chaired by the President-Elect.

The Committee shall Annually plan, schedule, and arrange all monthly luncheon programs, speakers, meals, venue, etc.

Approximately two (2) weeks prior to each luncheon the Chair shall contact all parties involved to verify participation and that all elements of the luncheon are prepared and in order. The Chair shall also inform Staff of the event so it can be promoted and tickets for the event can be sold.

Approximately five (5) days prior to each luncheon the Chair shall again confirm the presentation date, time, place, and subject with the presenter.

New Member Committee

Shall conduct the Orientation of all New Members

Assign and oversee the following:

- Arrange Orientation Dates and times
- Arrange the program and all Participants

Notify all Members that are required to take Orientation

Document attendance

Present REALTOR® Pins at the Orientation.

Introduce the New Members at the next Membership Meeting / Luncheon.

Membership Committee

This committee shall encourage qualified persons and organizations to join the Association.

Encourage Members to take an active part and participate in the organization for the betterment of the Association.

Promote a cooperative spirit and understanding between REALTOR® Members and Affiliate Members.

Continually recruit Members.

Organize, with the Association Staff, Membership drives.

Work on Membership benefit statements and distribute to all Affiliates and REALTOR® Members.

Election Committee

The President, with the approval of the Board of Directors, shall appoint an Election Committee of three (3) REALTOR® Members to conduct the election of officers.

Selection Committee

The selection committee will be made up of the last five (5) available recipients of the ROTY award. Chairperson of the committee will be the person holding the ROTY designation for the greatest number of years. The committee's focus is to review applicant's and nominees for GIFAR's ROTY, Affiliate Of The Year ("AOTY"), Good Neighbor Award, Rising Star, the Pat Davis Award of Excellence, etc... This committee will be aware of all the awards that the Association will be giving and they will be the ones determining the recipients. By having them serve on this committee for several years there is more continuity in the making of the Awards.

Grant Writing Committee

The committee shall explore the availability of Grants and make application to receive them.

Home Tour Committee

The committee's focus is to coordinate the Home Tour for GIFAR. The committee is comprised of a Home Tour leader who coordinates what listings and which area GIFAR will Tour. (See the Home Tour Policy.)

Community Service Committee

This committee shall plan activities that will provide service opportunities for our Members in our communities.

Past Presidents Advisory Committee (Chaired by the Immediate Past President)

This committee is made up of all living and actively licensed Past Presidents of the Greater Idaho Falls Association of REALTORS® who are still active Members in the Association. This committee will meet on an as-needed basis when the Board of Directors needs additional assistance on items. The Committee will be chaired by the Immediate Past President.

General Meeting and Event Policy

Name Badge

Your name badge identifies you as a meeting or event participant (first and last name) and must be worn at all times during the event.

Unauthorized Solicitation and Distribution of Materials

Solicitation of business at any meeting or event by anyone other than Official Greater Idaho Falls Association of REALTORS® (“GIFAR”) meeting or event exhibitors is strictly prohibited. Solicitation of business in sessions and meetings is entirely prohibited. Distribution of flyers, pamphlets, notices and brochures at any meeting or event without the prior written consent of GIFAR, is expressly prohibited.

Speaker / Exhibitor Endorsements

The ideas and opinions offered at meetings, events or educational programs presented during any meeting or event by the association are solely those of the speakers or presenters and do not necessarily reflect the position, policy or opinion of the Greater Idaho Falls Association of REALTORS®. The ideas and opinions presented in these meetings or events, including education sessions, and the products and services displayed at any meeting or event should not be construed as a recommendation or endorsement of the ideas, opinions, products or services by the Greater Idaho Falls Association of REALTORS®. In issues affecting legal, financial or accounting matters, members, and participants, should also consult trained professionals to address their individual situations.

Video and Photo Consent

The Greater Idaho Falls Association of REALTORS® will be conducting video recording and still photography of meetings, sessions and events for use in connection with future educational, promotional and marketing activities of the association. Your participation in this meeting or event constitutes your consent to be photographed and video and audio recorded and to all uses of the images and recordings so created.

Video and Photo Usage

GIFAR reserves the right to restrict audio and video recording at GIFAR meetings and events based on a speaker or performer’s contractual agreement with GIFAR or by Staff discretion. Attendees agree to adhere to any restrictions relating to the recording of meetings and / or events, such as special appearances or meetings. Failure to comply with such restrictions may result in an attendee’s removal from the venue, without a right of readmission, reimbursement or other compensation.

Sessions, Meeting and Event Policies

Seating is on a first-come, first-served basis. The venue fire marshal (or meeting or event staff) reserves the right to close a meeting or event when the room or area has reached maximum capacity. Cell phones should be silenced. GIFAR reserves the right to remove any guest who is disruptive or for any other reason they see fit.

Presentation, event or meeting materials are copyrighted by the speakers, their companies, or others from whom they have received permission to use. Written permission from the speaker or the Association is required before publishing.

Green Efforts

The Greater Idaho Falls Association of REALTORS® works with convention centers, hotels, vendors and the meetings industry to provide a more health-conscious and green environment for meetings and to encourage green practices, conservation and recycling at all meetings.

Allergens and Food Safety

Allergens may be present in food served at any GIFAR events or meetings. It is the responsibility of each attendee to contact the catering staff or event management about specific food allergies. We will work with you to do everything possible to accommodate your specific needs.

Weapons and Conceal and Carry

Please note that the locations in which the meetings or events are held may be gun-free zones. Attendees are required to adhere to association and venue policies regarding firearms and weapons and are also required to adhere to all federal, state and local laws regarding firearms.

Statement of Appropriate Event Conduct

The Greater Idaho Falls Association of REALTORS® (“GIFAR”) strives to provide a meeting and / or event experience that is positive and rewarding for everyone. By attending a GIFAR meeting and / or event, you agree to abide by this Statement of Appropriate Event Conduct. All attendees (including without limitation GIFAR members, guests, speakers, exhibitors and vendors) are expected to conduct themselves professionally and with good judgment and common sense. That means at all times being respectful of others and of the venues in which meetings or events are held, including while in transit to and from such venues. This includes all meetings, sessions, and events, as well as any mobile applications or platforms associated with the meetings or events.

GIFAR aims to provide a safe event experience for all attendees and does not tolerate inappropriate behavior or harassment in any form. Inappropriate behavior such as speech or language includes (but is not limited to) harassing or defamatory verbal and / or written comments; displays of illicit images and / or the use of illicit language, threats, intimidation, or unwanted physical contact.

If, at any time, you feel threatened or harassed, you are encouraged to report the incident directly to the police via 911 or contact a meeting or event management staff member. Staff can be found at the Registration or check-in desk or, if available, the Staff Office. Virtual attendees should email gifar@gifar.org mike@gifar.org . Please include the date, time, location and a description of the incident being reported. Attendees who violate this Statement of Appropriate Event Conduct may be asked to leave the meeting or event without a refund. In addition, the attendee may not be permitted to participate in future GIFAR meetings or events at the discretion of the [Association Executive](#) [Chief Executive Officer](#) and / or the association board of directors.

We value your attendance and thank you for your cooperation to ensure a safe experience for all.

ADDITIONAL DEFINITIONS:

DAY - Any reference to "day" or "days" in this document means the same as Calendar Day, unless specifically enumerated as a "Business Day."

BUSINESS DAY: A Business Day is herein defined as Monday through Friday, 8:00 am to 5:00 pm in the local time zone where the GIFAR Office is physically located. A Business Day shall not include any Saturday or Sunday, nor shall a Business Day include any legal holiday recognized by the state of Idaho as found in Idaho Code §73-108.

CALENDAR DAY: A Calendar Day is herein defined as Sunday through Saturday, 12:00 am to 11:59 pm, in the local time zone where the GIFAR Office is physically located. A Calendar Day shall include any legal holiday.



Greater Idaho Falls Association of REALTORS®

Change Form

(As of June 18, 2024)



INFORMATION:

Entering information on the Idaho Real Estate Commission's ("IREC") website **OR** with any Multiple Listing Service ("MLS") does **not** inform the Greater Idaho Falls Association of REALTORS® ("Association" or "GIFAR") of the change and, therefore, does not allow for the Greater Idaho Falls Association of REALTORS® to accurately account for each Member. Information provided to the Association will be changed in the National Association of REALTORS® Database (M1) and will be disbursed to MLS' that subscribe to its Nationwide database. Designated REALTORS® are responsible for ensuring the accuracy and current status of their Members (Agent / Licensees) with the Association. In the event of adding, transferring, or removing a Member (Agent / Licensee) the Designated REALTOR® **MUST** notify the Association **on this completed and signed Form** (or with the online Form) within three (3) business days. Failure to do so within three (3) business days of the change will result in an additional FINE.

INSTRUCTIONS: Notification of a Transfer, Change, Adding, or Removing an Agent from an Office

\$25 Change Fee will be charged	CHANGE FROM (Complete only those items that will be changing)	CHANGE TO (Complete all Fields for a NEW Membership Record)
	Status Changes: Type: <input type="checkbox"/> Sales Associate <input type="checkbox"/> Broker <input type="checkbox"/> Assoc. Broker <input type="checkbox"/> Designated Broker <input type="checkbox"/> Designated REALTOR® Status <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> LFRO <input type="checkbox"/> Other	Status Changes: Type: <input type="checkbox"/> Sales Associate <input type="checkbox"/> Broker <input type="checkbox"/> Assoc. Broker <input type="checkbox"/> Designated Broker <input type="checkbox"/> Designated REALTOR® Status <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> LFRO <input type="checkbox"/> Other
NAR Member ID: (M1#)		
Title:		
First Name: (on License)		
Middle Name: (on License)		
Last Name: (on License)		
Nick Name: (on License)		
Generation:		
Gender:		
Home Address:		
City, State, & Zip:		
Cell Phone #:		
Birth Date: (M/D/YEAR)		
License #: with DB / AB / SP		

Releasing Designated REALTOR® / Date

New/Accepting Designated REALTOR® / Date

Submit this completed FORM to the Greater Idaho Falls Association of REALTORS® by E-Mail: gifar@gifar.org

Code of Conduct / Leadership Integrity Policy

(As of June 18, 2024)

Introduction

The officers, directors, and Committee members are GIFAR leaders and shall adhere to this Policy.

GIFAR leaders are charged with advancing the interests of the Greater Idaho Falls Association of REALTORS®. As GIFAR leaders, they are required to act in the best interests of GIFAR, rather than in their own personal interests or the interests of another person or entity. Regardless of whether GIFAR leaders are appointed to their positions or serve as a consequence of a position with some other entity, the duties are owed to GIFAR and GIFAR leaders should act based on their judgment as to what serves the best interests of GIFAR.

This policy outlines some of those duties and responsibilities in accordance with the governing documents*.

Confidentiality

In carrying out GIFAR's business, GIFAR leaders may come into possession of confidential or proprietary information and are required to maintain the confidentiality of all such information entrusted to them. GIFAR leaders must also maintain in confidence all discussions that take place related to any such confidential or proprietary information.

Members of the Board of Director's and staff have access to information, that if revealed to outsiders, could be damaging or sensitive to other Members or staff, harmful to the best interests of the Association, or even create legal liability. Information provided to the Board of Director's and staff may concern personnel, financial, contractual, Membership or legal matters. It will often be confidential and is intended for the use in decision making and governance.

Information shall be held in the strictest of confidence and shall not be divulged to any outside party, including other Members, without authorization of the Association President or [AE CEO](#).

Conflicts of Interest

GIFAR leaders shall not:

- (1) Fail to disclose conflicts of interest;
- (2) Take advantage of their positions for personal gain; or
- (3) Abuse their position of trust and responsibility.

Members of the Board of Director's and staff owe a high fiduciary duty to the Association. Thus, no Member of the Board of Director's or staff Member shall maintain any business enterprise or activity that directly conflicts with the interest of the Association. Staff Members shall not solicit Members for any reason that is not directly related to official business.

Violations

Violations of the Code of Conduct / Leadership Integrity Policy may result in disciplinary action in accordance with the governing documents. Discipline may include removal of a Member from the Board of Director's office or termination of a staff Member.

Acknowledgement of Receipt

Each year, every GIFAR member of the Board of Directors shall sign a Code of Conduct / Leadership Integrity Policy document as well as a Board of Director's Agreement provided by GIFAR and file such completed documents with the GIFAR ~~AE-CEO~~.

I acknowledge that I have received and read a copy of the Code of Conduct / Leadership Integrity Policy and that I am responsible for compliance.

NAME: _____

Signature

Date

* Governing documents include articles of incorporation, bylaws, policy and procedures, etc.

Board of Director's Agreement

(As of June 18, 2024)

I understand that as a Member of the Board of Directors of the Greater Idaho Falls Association of REALTORS®, I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the Association, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a Member of the Board of Directors: I will regularly attend Association meetings (Luncheon Meetings), Board of Director's Meetings, committee meetings, and all special events (State of the City, Installation Banquet, LPIC Luncheon). I will actively participate in all Association activities. I will represent the Association when requested by the Board of Directors. I will stay informed about what's going on in the Association. I will ask questions and request information from the Association President and ~~AE CEO~~. I will participate in and take responsibility for making decisions on issues and policies related to the governance of the Association. I will act in the best interests of the Association, and will declare any conflict of interest, excusing myself from discussions and votes where I have a conflict of interest. I will protect confidential information. I will work in good faith with staff and other Board of Director's Members as partners towards the achievement of our goals. I am fiscally responsible, with other Board of Director's Members, for the Association. I will take an active part in reviewing, approving, and monitoring the budget. I am legally responsible, along with other Board of Director's Members, for the Association. I will become familiar with the Association's policies and will monitor its services and operations. I am familiar with the bylaws and governance policies. I will prudently address risks associated with the Association's work. If I don't fulfill these commitments to the Association, I will expect the Association President to contact me and discuss my responsibilities with me.

In turn, the Greater Idaho Falls Association of REALTORS® will be responsible to me in several ways: I will be provided with an orientation meeting (the Board of Director's Retreat) which will include pertinent documents for my information and to assist with my participation. I will be informed of my governance responsibilities as a Member of the Board of Director's and will receive opportunities to participate and to ask questions. I will be provided with timely notice of meetings and documentation in advance of meetings to assist me to prepare adequately. I will be provided with financial reports and updates on Association activities.

The Association will help me perform my duties by keeping me informed about issues in which we are working. Board of Director's Members and staff will respond in a straightforward fashion to questions I have that I feel are necessary to carry out my fiscal, legal and moral responsibilities to the Association. Members of the Board of Director's and staff will work in good faith with me towards achievement of our goals. If the Association does not fulfill its commitments to me, I can contact the Association President and ~~AE CEO~~ to discuss these responsibilities.

Date: _____

Printed Name: _____

Signed: _____ Member, Board of Directors

Signed: _____ Association President



Expense Request Reimbursement Form

(As of June 18, 2024)

A copy of this Reimbursement Request Form must be submitted to the Greater Idaho Falls Association of REALTORS® (“GIFAR”) within (30) thirty days after the completion date of the Event for which the reimbursement is requested. Reimbursement will only be paid to registrants as noted in the Greater Idaho Falls Association of REALTORS® Policy and Procedures Manual. Any and all receipts must be submitted and attached to this Form. You are encouraged to make your plans at least 21 days in advance of the Event. GIFAR Staff should be utilized to make and pay for certain travel plans for you.

The following information is needed to process the Reimbursement Request:

Date Submitted: _____ **Name of Registrant:** _____

Purpose / Name of the Meeting / Travel Location: _____
 (i.e.: State Board of Directors Meeting, IR or NAR Conference or Convention, etc.)

<p>DEPARTURE: Time, date, and location</p> <p>Date of departure to the Event: _____</p> <p>Time you departed to the Event: _____</p> <p>Address you departed from: _____</p> <p>_____</p> <p># of miles from the address above to the Event Location: _____</p>	<p>RETURN: Time, date, and location</p> <p>Date of return from the Event: _____</p> <p>Time you returned from the Event: _____</p> <p>Address you returned to: _____</p> <p>_____</p> <p># of miles from the address above to the Event Location: _____</p>
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Notes / Details or Explanation: _____

Submit ALL RECEIPTS as follows regardless of payment method or who paid for it:	Receipt Attached
Event Registration: \$ _____	Paid by: _____ []
Airfare: \$ _____	Paid by: _____ []
Baggage: \$ _____	Paid by: _____ []
Taxi, Shuttle, Rideshare: \$ _____	Paid by: _____ []
Parking: \$ _____	Paid by: _____ []
Hotel: (Room and Tax only): \$ _____	Paid by: _____ []
Other: \$ _____	Paid by: _____ []
TOTAL ABOVE: \$ _____	

Your help with this process is greatly appreciated. We will calculate your mileage and the per diem for you (based on the information you provide). **Note:** Personal expenses will not be reimbursed (i.e., Alcoholic Beverages, Valet Parking, charges to room, personal portion of travel and tips (tips / gratuity are considered part of the daily per diem rate)). Call Staff ahead of time with any questions.

Signature of Registrant: _____ **Date:** _____

IC 67-2006: “The person submitting a voucher for travel expenses must sign thereon a certificate that the account is correct and just.”

Internal Use only:

Mileage to: _____ + Mileage from: _____ = Total Mileage _____ x current rate = \$ _____

Per Diem: First Day: \$ _____ + # of Full Days: _____ @ \$ _____ + Last Day: \$ _____ = \$ _____

(Reference the Fine and Fee Schedule for the current rate amounts.) **TOTAL BELOW:** \$ _____

TOTAL ABOVE: \$ _____ + **TOTAL BELOW:** \$ _____ = **Amount Reimbursed:** \$ _____

Reviewed and Approved by: _____ on Date: _____

Reimbursement Request Accepted by Registrant: _____ on **Date:** _____

Date Completed and sent out for Payment to Registrant: _____

SOCIAL MEDIA POLICY FOR GIFAR LEADERS

(as of June 18, 2024)

The Greater Idaho Falls Association of REALTORS® (“GIFAR”) value social media as an effective means of communication. It provides unique opportunities to participate in interactive discussions and share information on topics related to the Association across several platforms. Its proper use creates awareness of our mission and strategic priorities while helping us engage with our Members and consumers as we share important information.

GIFAR encourages the responsible, thoughtful use of social media. The purpose of this policy is to enable GIFAR Leaders to maintain their ability to express themselves personally on social media, while also ensuring that the reputation and work of GIFAR is protected.

As a Leader of GIFAR, what you share on the internet is (or may be interpreted to be) representative of GIFAR and must be approached with caution. The written word is easily misunderstood and misinterpreted and, especially in a Leadership position, you are held to a higher standard by others. We are all ambassadors of the organization, and while social media is personal, it is not private.

GIFAR respects your right to interact and communicate about non-association related matters using the internet. To protect the organization from the posting of comments and information that may have a harmful effect on its reputation, the following policy has been developed.

FOR THE PURPOSES OF THIS POLICY:

1. “GIFAR Leaders” includes elected and appointed officers, directors, and committee / task force members, chairs, and vice chairs.
2. “Engaging in social media” means any interaction on any type of interactive electronic communication platform, app, or site, including but not limited to websites, blogs, social networks (like Facebook, Instagram, X, and LinkedIn), discussion boards, and listservs (collectively, “Social Media”). This includes posting or uploading content to Social Media, as well as republishing (e.g., sharing or “re posting”), commenting and / or reacting to the posts or content of others.

GUIDELINES FOR GIFAR LEADERS ENGAGING IN SOCIAL MEDIA:

1. While the President and / or the ~~AE CEO~~ acts as the chief spokesperson for GIFAR, all GIFAR Leaders are encouraged to use social media to promote GIFAR’s mission, advocacy efforts, education, achievements, and other news.
2. Unless otherwise stated, it is acceptable (even expected) to repost, share and like GIFAR-published communications and posts.
3. Always be professional and ethical when engaging in social media and avoid making statements or posting photographs that could reflect poorly upon the organization.
4. Avoid engaging in social media in a manner that might be misconstrued in a way that could damage our reputation or mission, even indirectly.
5. Before engaging in social media, know GIFAR’s position on the issues. If your statement might conflict with GIFAR’s position, you should not post it. If you are not sure, be sure it is clear that your opinion and views expressed are yours alone and that any statements, opinions, and beliefs do not necessarily reflect the views of GIFAR.
6. If you specifically disclose your affiliation as a volunteer of GIFAR and your statement conflicts with GIFAR’s position, you must also state that your views do not represent those of the organization. You should also ensure that your profile and any content you post are consistent with the image you present to those you work with as part of your volunteer role.
7. Respect confidentiality at all times and protect confidential or proprietary information. This may include such things as unpublished details about our work, details of current or future projects, financial or investment information or information held on our partners, staff, or other volunteers. Never disclose confidential information.
8. Do not call for a boycott of a real estate product, service, model, or company.

9. Avoid any connection to GIFAR when making personal statements of endorsement or opposition to particular products, services, models, or companies.
10. REALTOR® Political Action Committee (“RPAC”) investments may not be solicited in any online or public forum.
11. Volunteer Leaders are not permitted to set up social media accounts for volunteer-related purposes. For example, including your volunteer title in your name or creating a separate or a private group to obtain Member feedback. This shall not prohibit social media accounts or pages utilized for the purposes of seeking election or appointment to a GIFAR position, however any such page must be deleted or disabled following the election or decision.
12. GIFAR encourages you to thoughtfully consider your message prior to posting, whether of a personal or professional nature.
13. Never engage in social media in a manner which is threatening, harassing, bullying or defamatory or that could be disparaging to others based on race, national origin, gender, disability, religion, sexual orientation, political affiliation, or any status protected by law or GIFAR policy.
14. If you see content on social media that disparages or reflects poorly on GIFAR or our Members, you should report it to the ~~AE CEO~~ and / or the Association President. All volunteers are responsible for protecting our reputation.

REPERCUSSIONS FOR ACTIONS INCONSISTENT WITH THIS POLICY:

GIFAR Leaders who do not adhere to this policy or who otherwise act inappropriately when engaging online may be contacted by the President and / or ~~AE CEO~~ to resolve the situation. Resolution may include withdrawing, correcting, or revising the communication at issue. In addition, a violation of this policy might be cause for removing a volunteer leader from his / her position.

Signature

Date

Fine and Fee Schedule

(as of January 1, 2024)

A1	Failure to attend the 1 st Scheduled New Member Orientation Class	\$250.00
A2	Failure to attend the 2 nd Scheduled New Member Orientation Class	\$500.00 more
A3	Failure to notify the Association of an added / removed Licensee within 3 business days	\$100.00 each
A4	Failure to notify the Association of an added / removed Licensee within 10 days	\$150.00 each
A5	Failure to notify the Association of an added / removed Licensee after 30 days (amount per day)	\$100.00 each
A6	Failure to keep a current E-Mail address and / or Cell phone number with the Association	\$25.00

B1	Cost to use the Association's Facilities				
	Under 4 hours				\$100.00
	One Work Day				\$200.00
B2	Cost for an E-Mail Blast (per Blast)				\$25.00
B3	Cost for an E-Mail Banner Add (per Add)				\$25.00
B4	Cost for a Website Banner Add (per Add per Month)				\$125.00

C1	Amount to be charged for Guests / Non-Members to attend any GIFAR Event	
	Member - Membership Meeting (Luncheon)	\$18 / \$25
	Membership Meeting (Lunch) – Non-Member is 2 x's the Member Price	
	Christmas Gala – Non-Member is 2 x's the Member Price	2 X's
	Golf Event – Non-Member is 2 x's the Member Price	2 X's

	Location	A Day	First and Last Days	
		For Meals and Incidentals		
D1	In State	\$59.00	\$44.25	
D2	Washington DC	\$79.00	\$59.25	
D3	Orlando, FL	\$69.00	\$51.75	
D4	Boston, MA	\$79.00	\$59.25	
D5	Chicago, IL	\$79.00	\$59.25	
D6	Atlanta, GA	\$74.00	\$55.50	
D7	The amount used for mileage reimbursements is		.655	Cents a mile

E1	Late Fee Assessed			\$50.00 per
E2	Reinstatement Fee for a REALTOR® Member within 1 year			\$75.00
E3	Reinstatement fee for an Affiliate Member within 1 year			\$75.00

F1	Designated REALTOR® Member			
		NAR Dues		\$156.00
		NAR Image Campaign		\$45.00
		IR Dues		\$170.00
		IR Legal Review Fund		\$10.00
		GIFAR Dues		\$270.00
		ALL Transactions Processing Charge		\$10.00
		RPAC *1		\$100.00
		Application Fee		\$100.00
F2	Primary REALTOR® Member			
		NAR Dues		\$156.00
		NAR Image Campaign		\$45.00
		IR Dues		\$170.00
		IR Legal Review Fund		\$10.00
		GIFAR Dues		\$270.00
		ALL Transactions Processing Charge		\$10.00
		RPAC *1		\$100.00
		Application Fee		\$100.00
F3	Secondary REALTOR® Member			
		IR Dues		\$170.00
		IR Legal Review Fund		\$10.00
		GIFAR Dues		\$270.00
		ALL Transactions Processing Charge		\$10.00
		RPAC *1		\$100.00
		Application Fee		\$100.00
F4	Primary Affiliate Member			
		IR Dues		\$25.00
		GIFAR Dues		\$240.00
		ALL Transactions Processing Charge		\$10.00
		RPAC *1		\$100.00
		Application Fee		\$100.00
F5	Additional Affiliate Member			
		GIFAR Dues		\$65.00
		ALL Transactions Processing Charge		\$10.00
		RPAC *1		\$100.00
		Application Fee		\$100.00

G1	Credit Card Limit			\$10,000
G2	Amount to be kept in petty-cash (up to)			\$100.00
H1	The Total Amount that the Association will pay for the REALTOR® of the Years expenses towards the State Convention			\$1,000
H2	The Total Amount that the Association will pay towards the Idaho Leadership Academy			\$3,000
J1	Returned Funds Fee			\$25.00
K1	Change Fee (per form)			\$25.00
K2	NEW Office / Team Change Fee			\$50.00

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